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COLLEGE OF BUSINESS ADMINISTRATION

LOYOLA UNIVERSITY BULLETIN

ANNOUNCEMENTS 1961-62

Vol. XLIII, No. 3

New Orleans, La.

April, 1961

BUSINESS ADMINISTRATION

FOUNDED IN 1947

Member of the American Association of Collegiate Schools of Business.
Member of the Southern Association of Colleges and Secondary
Schools.

Member of the National Catholic Educational Association.

Member of the Jesuit Educational Association.

Member of the Association of American Colleges.

LOYOLA UNIVERSITY BULLETIN

Vol. XLIII

APRIL, 1961

No. 3

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grant degrees by The General Assembly of Louisiana for the year
1912.

The Legal and Corporate Title of the University is
"LOYOLA UNIVERSITY, NEW ORLEANS"

All donations, endowments, legacies, bequests, etc., should be made
under this title.

Cover Design: WILLIAM TOYE

Ad Majorem Dei Gloriam

LOYOLA UNIVERSITY

NEW ORLEANS



COLLEGE OF BUSINESS ADMINISTRATION

1961 - 1962

6363 St. Charles Avenue

New Orleans 18, La.

UNiversity 6-5471

1961 - CALENDAR - 1961

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
★	★	3	4	5	6	7	—	—	—	—	—	—	★	—	—	—	—	—	—	1	1	2	3	4	5	6	
8	9	10	11	12	13	14	★	★	4	5	6	7	8	2	3	★	5	6	7	8	8	9	10	11	12	13	
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22	23	24	25	★	★	★	16	17	18	19	20	21	22	16	17	18	19	20	21	22	22	23	24	25	26	27	
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12	★	★	15	16	17	18	14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	
19	20	21	22	23	24	25	21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	★	★	★	
26	27	28	—	—	—	—	28	29	30	31	—	—	—	27	28	29	30	31	—	—	26	27	28	29	30	—	
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MARCH							JUNE							SEPTEMBER							DECEMBER						
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19	20	21	22	23	24	25	18	19	20	21	22	23	24	17	18	19	20	21	22	23	17	★	★	★	★	★	
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1962 - CALENDAR - 1962

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
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14	15	16	17	18	19	20	15	16	17	18	★	★	★	15	16	17	18	19	20	21	14	15	16	17	18	19	
21	22	23	24	★	★	★	22	★	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	
28	29	30	31				29	30						29	30	31					28	29	30	31			
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FEBRUARY							MAY							AUGUST							NOVEMBER						
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MARCH							JUNE							SEPTEMBER							DECEMBER						
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18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	16	17	18	19	20	21	
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	
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SESSION CALENDAR 1961-1962

FALL SEMESTER

September	6-9	Freshman Orientation and Registration.
September	7-8	Registration of Second Semester Freshmen, Sophomores, Juniors and Seniors.
September	11	Official opening of Fall Semester. Mass of the Holy Spirit, 12 noon.
September	12	Lectures and classes begin at 8:10 A.M.
September	15	Terminal date for admissions.
September	19	Latest date for changes in class schedules.
September	29	Latest date for official withdrawal from courses.
October	8	President's Reception for Faculty.
November	1	Feast of All Saints. University holiday.
November	2	Mid-semester examinations begin.
November	11	Memorial Mass for deceased faculty members, alumni, and students.
November	22-26	Thanksgiving holidays begin after last class on Tuesday, November 21, through Saturday.
December	8	Feast of the Immaculate Conception. University holiday.
December	16	Christmas holidays begin after last class.

1962

January	3	Classes resumed.
January	15	Final examinations begin.
January	25	End of Fall Semester.

SPRING SEMESTER

January	25-27	Mid-session holidays. Registration of new students.
January	29	Official opening of Spring Semester. Lectures and classes begin. Fee for late registration.
February	6	Latest date for registration or changes in class schedules.
February	15	Latest date for applications of candidates for degrees to be conferred in May, 1962. Latest date for official withdrawal from courses. Graduation fees due.
March	5-6	Mardi Gras. University holidays.
March	19	Mid-semester examinations begin.
April	18	Easter holidays begin after last class.
April	24	Classes resumed.
May	16	Senior examinations begin.
May	22	Award Day Ceremonies at 11:00 A.M. in Field-house.
May	23	Examinations begin for underclassmen.
May	27	Baccalaureate Mass, 10:00 A.M.
May	31	Ascension Thursday. University holiday. Commencement exercises.

LOYOLA UNIVERSITY

COLLEGE OF BUSINESS ADMINISTRATION

Founded in 1947

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Joseph A. Butt, S.J., John V. Connor, Miss Virginia A. Ryan.

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- RALPH R. SWOBODA, B.B.A., Instructor in Business Administration^{2°}
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^{1°} Resigned effective August 31, 1961.

^{2°} Resigned effective August 31, 1960.

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^{3°} On leave of absence.

^{4°} Resigned effective January 28, 1961.

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 LEO C. ZINSER, LL.B., Assistant Professor of Speech

GENERAL STATEMENT

HISTORY OF THE UNIVERSITY

The Jesuits arrived in New Orleans in 1847 for the purpose of establishing a college of liberal arts and sciences. A college preparatory academy and the College of the Immaculate Conception were established on February 1, 1849, at the corner of Baronne and Common Streets. In 1904 an Academy and College were opened on St. Charles Avenue opposite Audubon Park, and the two associated institutions were known as Loyola College. In 1911 the College of the Immaculate Conception was united with Loyola College on the present Loyola Campus. At the same time, the Loyola Academy and the Academy of the Immaculate Conception were united at the Baronne Street location, to become the present Jesuit High School.

At the request of His Excellency, Most Reverend James J. Blenk, Archbishop of New Orleans, Loyola College was expanded to become Loyola University in the fall of 1911. Loyola University was duly incorporated by the General Assembly of Louisiana and empowered to grant all university degrees in 1912.

JESUIT HIGHER EDUCATION

Loyola University is conducted by members of the Society of Jesus and is a member of the Jesuit Educational Association. In common with all other Catholic educational institutions, it has as its final aim the formation of the true and perfect Christian described by Pope Pius XI in his *Encyclical on the Christian Education of Youth*:

The true Christian, product of Christian education, is the supernatural man who thinks, judges, and acts constantly and consistently in accordance with right reason, illumined by the supernatural light of the example and teachings of Christ; in other words, to use the current term, the true and finished man of character.

THE NEED OF COLLEGE EDUCATION

Today, the professions, the arts, the sciences, as well as business, look for a college education in their members. The mere specialist, the master of one skill or subject, does not make for progressive civilization and culture. Man as a social being must have a broad vision and wide experience. He must be familiar with many fields of thought and interest.

This rounded culture should be the fruit of college experience. Through selected courses, the investigating mind is led into the various fields of systematized knowledge. Correlation

of these courses makes for unity and thoroughness, for mastery in one's chosen field without ignorance of the others, for a well-stored mind that has been trained to think for itself and has grown capable of working out problems that present themselves in school and in later life.

Besides, one learns poise and refined bearing, acquires prudence and good judgment, from daily contact with fellow students of talent and ambition. By this association with one's fellow men of the best type, defects are overcome, habitual attitudes are adopted and perfected, and character is molded.

SPECIFIC AIMS OF THE UNIVERSITY

The specific aims of Loyola University are the following:

1. The conservation of knowledge and ideals and values.
2. The interpretation and transmission of knowledge and ideals and values.
3. The extension of the frontiers of knowledge through investigation and research.
4. The preparation for professions by an intelligent and thorough training in the principles underlying them rather than a mere *ad hoc* training in technique.
5. Loyola University seeks to stimulate and promote intellectual achievement not merely in the field of humanities, philosophy and theology—the Jesuit university's traditional sphere—but in every department of knowledge.
6. Loyola University will show proper consideration for the physical and mental health of its students. For this reason it will include a sane program of physical education in its curricular and co-curricular offerings.
7. As a Catholic university, Loyola University has a Catholic standard of values. Consequently, it places human and spiritual values above the purely material; at the summit of the hierarchy of values are the supernatural truths known through Divine Revelation.
8. Loyola University exists in order that Catholic thinkers and men of science, supported by a truly Catholic environment, informed in their attitude by the spirit of Christ and His Church, may be enabled by a truly unbiased, liberated, and enlightened intelligence to penetrate adequately to reality and to achieve by organized cooperation effort that *universitas* which is so urgently needed in the contemporary world. Loyola University demands the conscious production of an atmosphere vitalized by Christ; it must in its structure and in the common life of its teachers and students be thoroughly Catholic.
9. Loyola University's unity of thought emanates from its totality of outlook. God and the supernatural are at the

basis of Jesuit education. The principle of integration in Loyola University is Catholic faith and practice.

BEQUESTS AND GIFTS

Because of its rapid growth the University must look to its friends and benefactors, and to all those whose bounty is being devoted to the cause of higher education, for the generous contributions which will enable the University to continue its building program. The University hopes for a continuance of financial as well as moral support from those who believe in placing college education within the reach of every deserving student, and who consider that education the safest and best which postulates as the foundation of its intellectual development the formation of character through moral and religious education.

The University cherishes the memory of all its benefactors, great and small. These share in the good works and prayers of the Jesuits of Loyola. Their generous assistance to the University according to their means, will be remembered long after they are gone.

Among the distinguished benefactors of the University should be mentioned: Miss Sarah Babb, Mr. Eugene Barousse, Mr. J. Albert Baudean, Rev. John F. Basty, Mr. and Mrs. E. J. Bobet, Mrs. Paul Bordenave, Hon. Joseph A. Breaux, Mr. Otto F. Briede, Jr., Mr. Joseph P. Buckley, Mr. and Mrs. Wm. P. Burke, Mr. Russell Clark, Dr. Joseph Danna, Miss Leonora Del Bondio, Mrs. John Dibert, Mr. David Easson, Mr. Lawrence Fabacher, Mrs. Jennie Tierney Fahey, Mr. Edward Fassmann, Miss Mary Ferguson, Mr. Bernard Ghio, K. of St. G., Miss Cecilia Jahn, Mr. G. R. Katz, Mr. John S. Lanata, Miss Anna Lurges, Miss Mary Agnes McCabe, Miss Katherine McDermott, Mr. James B. Martin, Mr. J. Edgar Monroe, Mr. Edgar Murray, Mrs. J. B. Palmer, Mrs. Emma P. Quintero, Mrs. Louise Jouet Rabouin, Mrs. Isabelle Melancon Scudder, Mrs. Olive Stallings, Mrs. George Swarbrick, Mrs. S. O. Thomas, Mr. and Mrs. W. J. Vineent, Mr. Alphonse J. Wegmann, Miss Lilly Whitaker.

Those who are desirous of helping Loyola University in its sublime mission of higher education by erecting buildings as family memorials, or by endowing departments or lecture-chairs in any of its schools or colleges, are requested to make their donations, legacies and bequests in the proper legal form, as shown in this Bulletin. One may specify the purpose for which the gift is to be used. This intention will be observed scrupulously. It is well to state whether the sum is for building and equipment or for endowment, as the latter must be invested and only the accruing interest may be used.

FORM OF GENERAL BEQUEST

I hereby give and bequeath to Loyola University, New Orleans, Louisiana, for the use of said institution in fulfillment of its general corporate purpose-----

(State here the sum of money desired to be given, or, if it be the residue of an estate, state this fact.)

FORM OF BEQUESTS FOR A PARTICULAR PURPOSE

I hereby give and bequeath to Loyola University, New Orleans, Louisiana, for the following purpose-----

(State clearly the special object of the bequest, as well as the sum of money or property, real or personal, constituting the same.)

SCHOLARSHIPS

Through the generosity of friends, the University is able to offer a limited number of scholarships each year to bright and ambitious young men and women of fine moral character. The University is very happy to be able to assist these young men and women in getting a higher education which will prepare them for outstanding citizenship. The President and faculty are deeply grateful to their friends who with noble Christian spirit have extended a helping hand to the less fortunate. It is earnestly hoped that others will help to increase our scholarship fund for the benefit of deserving young men and women.

A Perpetual Scholarship is founded when an endowment of \$15,000.00 is set aside for this purpose.

A Course Scholarship represents an amount which will cover the tuition and general fees of one student during his four years of college. The sum of \$2,800.00 may be deposited or \$700.00 may be paid annually.

An Annual Scholarship is provided by the yearly donation of \$700.00.

Most of the scholarships listed below are valued at \$200.00. The holder of the scholarship must pay the remainder of the University charges at the beginning of the year, and he must at all times set an example of good conduct and serious application. The honor will be forfeited by any holder of a scholarship whose grades during the semester are unsatisfactory. Scholarships granted in a specific college cannot be transferred to any other school or college of the University.

Scholarships are awarded each year by the Committee on Scholarships which meets about the middle of March. Application blanks may be obtained from the Chairman of the Scholarship Committee and must be returned to him before the first of March.

ORGANIZATIONS, ACTIVITIES AND AWARDS

Among the many student organizations, activities and awards on the campus, the following will be of interest to business students:

PROPELLER CLUB

International Trade majors are eligible for membership in the Student Port of Loyola. Marketing and law students with allied interest may be considered for membership which is secured by invitation and election. This Port is affiliated with the Propeller Club of the United States. Its purpose is to investigate into the nature of all forms of transportation of men, merchandise and ideas.

SOCIETY FOR ADVANCEMENT OF MANAGEMENT

Functioning under the auspices of the National Society for Advancement of Management through the New Orleans Senior Chapter this organization fosters interest in management principles and policies among the students. Its primary purpose is to establish relations with management through talks by its representatives and tours for members intended to give further insight into the problems and practices of management. The organization also actively participates in the business meetings and the panel discussions of the New Orleans Senior Chapter. Members are selected from the outstanding junior and senior students who are scholastically proficient in business administration subjects, and particularly in management courses.

BETA GAMMA SIGMA

The purposes of this national honor society are: to encourage and reward scholarship and accomplishment among the students of business administration; to promote the advancement of education in the art and science of business and to foster integrity in the conduct of business operation. Only seniors who rank in the upper tenth of their graduating class and juniors among the highest four percent of their class are considered for election to membership.

DELTA SIGMA PI

Delta Sigma Pi is an international professional commerce fraternity. Its purposes are: to foster the study of business in universities, to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce; and to further a high standard of commercial ethics and culture and the civic and commercial welfare of the community.

BETA ALPHA PSI

The purposes of this national, professional and honorary fraternity are: to stimulate interest and cooperation in accounting; to encourage and foster the ideal of service as the basis of the accounting profession; to promote the study of accountancy and its highest ethical standards; to act as a medium between professional men, instructors, students and others who are interested in the development of the study or profession of accountancy; to develop high moral, scholastic and professional attainments in its members; and to encourage cordial intercourse among its members and the professional generally. Accounting majors of junior standing with a 3.00 quality point average in four completed accounting courses and a 2.50 average in all other subjects shall be considered for election to membership.

THE CENTRAL COMMITTEE

The Central Committee of the College of Business Administration is an organization which has a twofold purpose. First, to coordinate Business Administration organizational activity. Second, to plan and promote major functions of the College of Business Administration. The organization consists of the Presidents of Beta Alpha Psi, Delta Sigma Pi, Propeller Club, Society for Advancement of Management, Freshman Class, Prefects of Our Lady of Guadalupe Sodality, St. Aloysius Sodality, and the Representatives to the Student Council. The Student Body President is the Chairman of the organization.

Two of the major activities presented by the group are the Business Administration dance and the B. A. "Back-The-Pack" program.

ALPHA SIGMA NU

This is a national scholastic honor society for male students of Jesuit colleges and universities. The highest ranking students in each school or college are nominated for membership each year.

BLUE KEY

This national honor fraternity selects its membership each year on a basis of character, scholastic ability, and service to the University and demonstrated leadership.

SODALITIES

For the purpose of fostering religious faith and fervor, and to encourage ambitious students of spiritual and scholastic leadership, University Sodalities are maintained. Opportunities are offered for social work and religious activity. Weekly discussion meetings are held.

PAN-AMERICAN CLUB

The purpose of this organization is to stimulate friendly co-operation among Spanish and English speaking students, to promote a better understanding of Latin America, to spread the knowledge of the Spanish language, and to aid newly-registered Latin American students.

THE INTERNATIONAL RELATIONS CLUB

All students of every division of the University are eligible for membership in this society. Its aims are to promote the knowledge of economic, social, and political conditions in other countries, to study the reflection of these conditions in the foreign policy of the various countries, and to study the relations between and among all countries.

BUSINESS LECTURES AND TOURS

Regularly, business administrations students have the opportunity of close contact with successful business men who come to the college to lecture on their specialties. Frequently visitations of student groups are made to business houses and industrial facilities in the New Orleans area.

LOYOLA FORUM

The Loyola Forum constitutes a series of lectures by outstanding Catholic leaders on educational, cultural and other subjects. Students are encouraged to attend all lectures of the Forum.

STUDENT RETREAT

Each year all Catholic students in the University must make an annual retreat which is a character-building and soul-strengthening series of intellectual and spiritual exercises.

STUDENT COUNCIL

The Student Council consists of twenty-seven members, representing the College of Arts and Sciences, the Schools of Law and Dentistry, and the Colleges of Pharmacy, Music, and Business Administration. These students are selected by the student body with the approval of the faculty. The duty of the Council is to unify student thought and action. It conducts general meetings and elections, sponsors and manages interclass contests, contributes to the student publications, and leads and directs student activities.

DEBATING CLUB

The students are encouraged to participate in exercises of public speaking. To further this activity a debating club conducts programs and engages in intercollegiate debates with other universities in various sections of the country. This club is known as The Edward Douglass White Society.

THESPIANS

The Thespians is the University students dramatic club. Its purpose is to develop and give an outlet to the dramatic talent of the students. With this in view, the Thespians and the Junior Thespians present several plays each year.

THE PEP CLUB

The Pep Club provides organized and effective cheering for all athletic events. It helps toward a vibrant school spirit. All co-eds are eligible for membership.

STUDENT PUBLICATIONS

The students of the University, under faculty supervision, issue three publications: The *Maroon*, a weekly, the *Wolf*, an annual and the Students' Handbook. The editors are appointed by the Committee on Student Publications, and the editorial staffs are appointed by the editors. The business management is in the hands of the students.

ALPHI PI OMICRON AND LAMBDA SIGMA LAMBDA

The two service organizations are open to male and female students respectively who have proved their ability and willingness to lend varied assistance to the faculty and students of the University. These organizations were founded to foster the development of leadership, activity, loyalty and generous service to the University. Any student of the University is eligible to join one of these organizations.

ACCOUNTING MEDAL

Each year the Society of Louisiana Certified Public Accountants awards a proficiency medal to the Loyola College of Business Administration senior student who has achieved the highest grades in his class for accounting studies for four years.

PI SIGMA PHI AWARD

On National Maritime Day each year a key is awarded by the Propeller Club of the United States to the Student Port members for research, scholarship, and character, in order to encourage scholastic achievement in the field of shipping and transportation. A scholastic average of 3.5 is required.

THE WALL STREET JOURNAL ACHIEVEMENT AWARD

This is an award of a silver medal and a one year's subscription to the Wall Street Journal. It is granted to the graduating senior in the College of Business Administration who in the judgment of the faculty members engaged in teaching finance and economics has earned the highest average in the elective fields of economics and finance.

SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT MEDAL

Each year the Loyola Chapter of the Society for the Advancement of Management awards a silver medal to the graduating senior in Business Administration who, in the opinion of the chapter, has exhibited the greatest degree of aptitude for achievement in the field of management.

**JOHN V. CONNOR AWARD
REV. JOSEPH A. BUTT, S.J. AWARD**

Each year the Alumni Association of the College of Business Administration awards two keys to the graduating seniors who have achieved the highest scholastic standing in that class. The John V. Connor Award is granted to the qualifying male senior, and the Rev. Joseph A. Butt, S.J. Award is granted to the qualifying female senior.

CURTIS-O'SHEA AWARD

The Curtis-O'Shea Award was established by Mr. James E. Curtis of Indianapolis, Indiana, to bear the names of his family and of the family of the mother of the Reverend Joseph A. Butt, S.J.

It is awarded each year to the graduating senior who, in the judgment of the faculty, has done the most for Loyola University and for the College of Business Administration. It is primarily a reward for unselfish service and loyalty.

JOHN X. WEGMANN, SR. ACHIEVEMENT AWARD

The John X. Wegmann, Sr. Achievement Award was established in memory of Mr. Wegmann, who was a distinguished civic and business leader, a faithful servant of his Church, and a true friend of Loyola University.

It is awarded each year to the graduating senior who, in the judgement of the faculty, has been most outstanding in scholarship, leadership, character, sincerity of purpose and loyalty in promoting the objectives and ideals of Loyola University and of the College of Business Administration.

DELTA SIGMA PI SCHOLARSHIP KEY

To encourage high scholarship Delta Sigma Pi presents annually at every university where it has a Chapter, the Delta Sigma Pi Scholarship Key which is awarded by the faculty to that senior, who upon graduation ranks highest in scholarship for the entire course in commerce and business administration.

THE DEAN'S AWARD

An annual presentation by the Dean of the College of Business Administration of an award to the graduating senior who has performed distinguished service or has made significant progress in areas not recognized by other established awards.

THE FANT TAYLOR AWARD

This is an award of a specially designed gold key and a gold key chain for men or a gold bracelet for young ladies. This award is donated by Mr. J. Fant Taylor, owner-manager of the Taylor Furniture Mart of New Orleans, and is intended to inspire young men and women to higher achievement in marketing and merchandising. It is awarded to a senior in the College of Business Administration for outstanding achievement in marketing.

BETA ALPHA PSI AWARD

The Grand Council of Beta Alpha Psi, national professional and honorary accounting fraternity, awards a scholarship certificate to the graduating fraternity member who has attained the highest point hour ratio in accounting as of the close of the semester preceding graduation.

THE FATHER BUTT, S.J. THE NEW YORK CITY AWARD

This annual award of a plaque is presented to the student who gives the greatest service to the accounting program at Loyola.

CORRADO-AHERN AWARD

The Corrado-Ahern Award is given each year to the sophomore who best exhibits attributes of scholarship, leadership, religious devotion, and service to the University and his fellow students.

THE MARY MURPHY AWARD

The Mary Murphy Award is given each year to the graduating coed in business administration who has made the greatest personal progress during her four years of collegiate study and whose achievements are outstanding.

ITAM AWARD

The Itam Award is the Italian-American Award given each year to the graduating senior of Italian extraction who best exemplifies the ideal business administration graduate, and who has exerted himself in preserving the cultural traditions of his Italian ancestry.

OUTSTANDING FRESHMAN AWARD

An annual award given to three freshmen (two male students and one female student) by the Central Committee of the College of the College of Business Administration. Students are selected by the members of the freshman class. Factors considered in the selection are cooperation with school programs, contributions to the College of Business Administration and leadership and participation in school functions. Although this is not a scholastic award to be eligible a student must be in good standing.

ORGANIZATION AND FACILITIES

ORGANIZATION

From 1926 to 1947 the four-year program, leading to the degree of Bachelor of Science (in Economics), was offered in the Department of Commerce of the College of Arts and Sciences. The College of Business Administration is a natural outgrowth of this department. In 1947 the Board of Directors of the University authorized the establishment of this separate jurisdiction to afford training in business subjects, leading to the degree of Bachelor of Business Administration. The College is co-educational. In 1950 the College was admitted to Associate Membership in the American Association of Collegiate Schools of Business, and in 1957 the College was admitted to full membership.

OBJECTIVES

To meet and solve the perplexing and varied problems in his business the executive must be capable of thinking logically, of making sound judgments, of formulating correct policies of handling people, of collecting, analyzing and correlating factual data and of keeping a proper sense of values in his human relations.

It is the conviction of this College that a well-ordered and properly integrated core of collegiate studies can give the business student a good preparation for the tasks ahead. The college training will not enable the student to by-pass experience and step by step progression in the business firm, but it should shorten the journey from apprenticeship to management responsibility. A student who has acquired the habit of thinking straight and analyzing logically, who has a broad understanding of the arts and an appreciation of the constituent parts of the economic machinery, and who has acquired the facility of getting along with people, should be good management timber.

Hence this College feels a direct responsibility for giving its students a college education, not just a collection of courses for job training. While the vocational aspects of college training for business are by no means neglected the major emphasis is placed on developing an educated man: one who has a keen appreciation of his responsibilities to his fellowmen and to his community and one who has been imbued with high ethical principles.

As a first principle in collegiate training for a business career it is designed by the College that the first two years of the program of studies should embrace a large measure of cultural and liberal arts subjects. Thus the work in the

freshman and sophomore years is devoted largely to such liberal arts courses as English, history, language, mathematics, geography, basic economics, philosophy and religion. These lower division educational disciplines are deemed necessary and desirable to give the student a broad viewpoint and a perspective for the intelligent understanding of the principles, procedures, and functions of business management and of human relations.

After this basic foundation comes the core of carefully selected business subjects to enlarge the knowledge of business and to sharpen the appreciation of management problems.

There is a certain similarity of principles in all business. The warp and woof of every business unit reveals fundamental activities such as production, marketing, labor relations, financing, credits and collections, accounting and controlling, collecting and interpreting statistical information, and business legal relations. It is these fundamental business activities that are analyzed and studied by the student of business under such course headings as accounting, banking, corporation finance, marketing, business communications, business law, business statistics, labor relations, and personnel management. These and other core subjects are required of all students.

Over and above the basic lower division group and the required core of business subjects the student may avail himself of a certain amount of specialization in any one of several upper division programs of study. By the end of his sophomore year the student shall have determined what program he elects to follow. This determination must be approved by his adviser and the Dean. The programs are:

1. The Program in General Business - Management
2. The Program in Economics
3. The Program in Marketing
4. The Program in Accounting
5. The Combined Program in Business and Mathematics
6. The Combined Program in Business and Law
7. The Program in Administrative Practices

FACILITIES

THE STUDENT HEALTH SERVICE

Loyola University maintains a medical service on the campus. This service insures a safe health program for both students and faculty.

It is operated under the following rules:

1. Students entering Loyola for the first time or re-entering the University must undergo a physical examination before their registration is officially completed.

2. This examination must be conducted by the student's family physician or by a physician selected by the student or his family. A certificate describing the student's general health as determined by this examination must be submitted to the Registrar of the College of Business Administration with the application. The University may also require physical examinations at other designated times during the student's stay.

3. A student may be refused admission to the University on the recommendation of the medical examiners. This board also may request a student already enrolled to withdraw.

4. A student may see the University Physician on appointment.

5. Patients confined on the campus will be visited by the University physician.

6. Medicines or hospitalization are not provided by the University's health service.

THE STUDENT LOAN SERVICE

Loyola shares in the National Defense Student Loan Program whereby the student can borrow as much as \$1,000.00 year towards his education without paying any interest until one year after graduation. Those entering the teaching field have half of the loan cancelled upon five years of service in the public schools.

RESERVE OFFICERS TRAINING CORPS

The Department of the Army maintains a General Military Science ROTC unit at Loyola. Students admitted to the Advanced Course may, prior to graduation, request a Reserve commission in a branch in which their professional major will qualify them. Instruction is given in subjects common to all branches of the Army.

All physically fit male students of the College of Business Administration, except veterans, are required by the institution to participate in two years of Military Training, normally during their first two years. Physical fitness is determined by examination without additional expense to the student. Those who fail to take the physical examination at the proper time or who have late registration will be charged a nominal fee (approximately \$2.00). (See page 61 for detailed information)

SPIRITUAL LIFE

The University appoints a Priest, together with needed assistants, to the post of University Chaplain for all the students. He is at their disposition at all times to guide, counsel and advise. The students will find him ready to assist them in their spiritual, personal and individual problems. He is, also, in general responsible for all the organized spiritual activities on the campus.

Convinced of the great value of the Spiritual Exercises of St. Ignatius, the faculty of Loyola makes provisions for its students to follow these Exercises in what is called a Retreat. These retreats are of three kinds, namely, campus week-end retreats, closed retreats at Manresa (Convent, La.) for the men, or closed retreat at Lafayette for the ladies; or, finally, a general retreat for all in the college church.

For the purpose of fostering religious faith and fervor, and to encourage the students of spiritual and scholastic leadership, the University Sodality offers many opportunities for personal development as well as training and practice in social work and religious activity. Weekly meetings are held for the discussion of phases of Catholic life.

PHYSICAL FACILITIES

Loyola University is located in the beautiful residential district of New Orleans, directly across from Audubon Park. It is within a few minutes ride of the heart of the commercial district and the busy harbor facilities. The College of Business Administration is in Stallings Hall located on the west side of the campus. This building provides ample space for lecture and laboratory purposes and faculty offices, and contains a business machine room abundantly equipped with all the necessary machinery for accounting and statistical work.

The College of Business Administration Library is an integral part of the general University Library, which is housed in a new building just recently completed. Periodical literature, currently received, includes several economic advisory services and a large number of scholarly journals and publications of trade associations and private companies. Over one hundred twenty-five current business and related periodicals alone are regularly available to the business student.

As the general Library is a depository library for publications of the Federal government, the facilities of the College of Business Administration Library are being enriched by constant additions of selected and valuable publications in pertinent fields issued by various agencies and bureaus of the Federal Government. In addition to the general and departmental libraries on the campus there are many other excellent public and private libraries in the city. In the city

of New Orleans the activities in manufacturing, in banking and industry, in foreign and domestic trading, in transportation and in governmental agencies, present a wealth of opportunity for students of business to explore and investigate at first hand the business world.

The faculty of the College has been carefully selected with a view to providing professors who are well qualified by educational achievement, by specialized business experience, and by temperament to guide the embryo executive along a well-ordered path. These professors keep up their professional and business contacts by membership in learned societies, in civic organizations and in business associations. Their activities in business research and in community business developments are continuous. The College maintains institutional memberships in national and local organizations and associations for the use of its staff members.

Great emphasis is laid on faculty advisory activities for students. The faculty offices are conveniently located close at hand for the students and regular office hours are maintained. Every student is assigned to a faculty adviser.

While the College of Business Administration does not promise a position for every graduate, it does seek to make the proper contacts for its graduates. A Placement Bureau is maintained to contact local and national employers, serving as a clearing house for all student employment affairs.

ENTRANCE PROCEDURE

APPLICATION FOR ADMISSION

The following procedure is to be followed in applying for admission:

1. Request an application for admission from the Registrar either by letter or by telephone.
2. Supply all the information required on Part I of the application for admission.
3. Attach to the application blank an application fee of \$10.00 payable to Loyola University. This fee is deductible from the tuition but not refundable.
4. Attach to the application blank a recent photo approximately 2" x 2".
5. Request your high school principal to return Part II of the application blank to the Registrar after he has supplied your complete high school record thereon.
6. Applicants interested in housing facilities or in scholarships should communicate with the Dean of Students or Chairman of Scholarship Committee.

7. All applicants are required to take the College Entrance Examination Board Tests (Scholastic Aptitude Tests only) and to have a copy of the results sent to the Registrar. Your Student Counselor or Principal will be able to tell you how to apply to take these tests. If, however, you wish to contact the C.E.E. Board directly, their address is: Box 592, Princeton, New Jersey.

8. Upon a receipt of a letter of acceptance a deposit of \$100.00 as a reservation for a place in the freshman class must be made no later than May 11. This deposit is deductible from the tuition but is not refundable to applicants for admission. Applicants whose application for admission has not been completed by May 11, will be notified by the Committee on Admissions of special arrangements for the extension of this time limit.

Applicants for admission to the Freshman class must meet the requirements stated below under Methods of Admission. The specific units of credit that are required and other units that may be presented for admission to the Freshman class are listed under Admission Requirements.

Application for admission accompanied by proper credentials must be filed with the Registrar at least one month prior to the Registration dates for the Fall and Spring. Applications received after these dates will be considered only if student quotas have not been filled.

Applicants for admission as freshmen, or with advanced standing, must submit official records from all schools and colleges attended. These credentials are to be sent directly by the proper officer of the school or college in which they were earned and not through the student. Credentials which are submitted for admission become the property of the University, even in the case of applicants to whom admission is denied, and are kept permanently on file. Blank forms for transcripts of records may be had on application to the Registrar.

It is recommended that applicants who desire admission immediately upon graduation from high school have their credentials sent to the Registrar at the beginning of the last term of their senior year. These credentials should include the past scholastic record, together with a list of courses in progress during the final term of the senior year and the applicant's rank in class. This will enable the Committee on Admissions to grant tentative admission pending receipt of complete and final records which should be sent to the Registrar by the high school principal immediately after graduation from high school.

The University reserves the right to refuse admission to applicants whose previous work is of such a grade as to

create a doubt regarding their ability to pursue successfully their scholastic work in the University.

All students are expected to be matriculated before the beginning of the session's classes, thus allowing them ample time to be assigned to classes and to be provided with laboratory equipment.

Students should be present on the opening day of classes. They will not be admitted after the first five class days. Freshmen must be present on the opening day of Freshman Orientation Week.

Applicants once validly married and now divorced are ineligible to enter Loyola University.

METHODS OF ADMISSION

I. As a Regular Student—Admission as a matriculated student^{1°} to the College of Business Administration may be obtained by certificate or diploma from an approved high school, by examination or by transfer from another institution of higher education.

Admission by High School Certificate—Admission is granted to students who have been graduated with a minimum of fifteen acceptable units (see page 28) from any fully accredited high school. The application for admission must be accompanied by a certificate from the high school showing the quantity and quality of work accomplished by the applicant and giving information about his personality, character and health.

An applicant graduating in the lower third of his high school graduating class may not be admitted to the College of Business Administration as a general rule. The Committee on Admissions is empowered to grant admission to such applicants by exception, with the provision that the student be placed on probation for one semester. His continuance in the College of Business Administration will depend upon the quality of work accomplished during the first semester of his freshman year.

Admission by Examination—An applicant who is not entitled to enter by certificate, as stated above, may be admitted on the basis of entrance examinations.

Admission to Advanced Standing—Advanced standing will be given, at the discretion of the Committee on Admissions, to an applicant who has fulfilled the high school requirements for admission and in addition presents a transcript of college credits certified by the proper official of the college or university attended showing all the scholastic work done in that institution and in all other institutions of collegiate rank pre-

^{1°}A matriculated student is one who has fulfilled all entrance requirements, paid all fees that are due, and is pursuing regular courses leading to a degree.

viously attended, and giving the student honorable dismissal. Credits presented from a non-accredited institution will be accepted rarely, at the discretion of the Committee on Admissions, and only if the student has made satisfactory grades in his first semester's work at Loyola University College of Business Administration. *A transfer student will be accepted if he has attained a "C" average for all hours attempted during the preceding year at the college from which he transfers, has a general "C" average for all hours attempted previously in college, and no faculty action against him is currently in effect.* Credits presented for work done by correspondence will not be accepted. Any substitutions for prescribed courses must be approved by the Committee on Studies and Degrees.

In cases where a student wishes to transfer to the College of Business Administration from another college of Loyola University the student will be accepted if he has attained the academic average essential for his being a student in good standing in his college and providing there is no faculty action against him.

II. As a Special Student—A limited number of mature persons who are not eligible for admission into the College of Business Administration may be admitted as special students under the following conditions:

1. They must be at least twenty-one years of age. Exception is made for veterans.
2. They must not have been in attendance in high school during the previous year.
3. They must not be eligible for admission under categories I, III, or IV of this section.
4. They are to present all available certified credits of previous school work, together with formal application for admission as special students, stating the subject courses desired and the reasons for desiring those courses. When no certified credits can be presented, the applicant must furnish a detailed statement of all previous educational attainments and occupational experiences.
5. By virtue of his classification, a special student is not eligible for a degree. He may ultimately become a candidate for a degree by completing by entrance examinations the admission requirements of the College. These examinations must be taken before completing four semesters.
6. Registration as a special student is for one semester. Registration for a following semester will be refused if the student has not shown satisfactory earnestness and definiteness of purpose, or if his work has not been satisfactory for the preceding semester.

7. No one may register in the College of Business Administration as a special student for more than four semesters.

III. As an Out-of-Course Student—A limited number of students who though qualified for admission do not wish to be degree candidates may be permitted by written permission of the Dean to register as Out-of-Course, not to exceed four semesters. Such students may later become degree candidates if their status is changed to that of a regular student with a minimum schedule load of twelve semester hours.

IV. As a Part-Time Student—A limited number of mature and qualified students may be permitted by written permission of the Dean to work toward a degree on a part-time basis for a period not to exceed four semesters. At the end of this period the student must either change his status to that of a regular student or withdraw.

ADMISSION REQUIREMENTS

Preparation for admission to the College of Business Administration is normally expected to cover a period of four years in an accredited high school. A minimum of fifteen acceptable units is required, ten of which must be units in academic subjects. Applicants offering foreign language among their units must offer at least two units in that language. Of the two units in mathematics at least one unit must be in algebra. The unit required in natural science may be either in a laboratory science or general science.

Required units are English 4; Mathematics 2; Social Science 2; Natural Science 1; Electives 6. The six elective units may be either academic or vocational.

STUDENT FEES

Full tuition is payable before the first class day of the beginning of each semester. Other arrangements may be made with the Treasurer of the University at the time of registration before the first day of class.

Tuition for eight complete semesters is required of all full-time students regardless of the number of hours taken during any one semester. Students who transfer to Loyola from other accredited institutions will be required to pay for those semesters actually in attendance at Loyola University. Students who wish to accelerate their degree programs by completing their academic requirements in less than eight complete semesters may do so only with the explicit permission of their department chairman and/or dean of their schools or colleges.

The following are the fees in the College of Business Administration.

FOR FULL TIME STUDENTS

Tuition and basis fees (per semester)	\$350.00
Matriculation fee	5.00
Late registration fee (per semester)	5.00
Subject change fee	2.00
Graduation fee	25.00
Cap and gown deposit (refundable)	30.00
Late examination fee	2.00
Transcript (after first)	2.00
Locker rental (per semester)	1.50
R.O.T.C. deposit (refundable)	25.00
Science laboratory fee (per semester)	10.00

The basic fee includes registration, tuition, library, subscription to the *Maroon and Wolf*, athletics, forums, physical education, and certain other student activities.

The matriculation fee is charged only at the time of a student's first registration in the College of Business Administration.

The graduation fee and the cap and gown deposit are paid by Seniors on the date designated in the Session Calendar. The full deposit will be refunded provided the cap and gown are returned in good condition immediately after graduation. If they are returned more than two months after graduation, only \$10.00 will be refunded.

The late examination fee will be charged for any examination taken later than the assigned date, no matter what the excuse. Except for sickness, no late examination will be given unless permission is obtained from the Dean prior to the regularly scheduled examination.

Students will be taxed for excessive breakage or destruction of University property. The decision covering each case will be made by the University.

Until a student's indebtedness is paid in full, no transcript of credits or record of his work will be released from the University.

A fee of two dollars will be charged for every change of course, after the student's schedule has been completed.

REFUND POLICY

It is the sole duty of the individual, in case of official withdrawal from the College, to make formal application to the Finance Office for any refund of tuition. Refunds are determined, not according to the amount paid by the student, but according to a percentage of the total tuition payable in the semester in which the student withdraws. In other words, this applies only when the full *semester* tuition

and basic fees have been paid. Refunds are made on the following basis:

Within first week of semester.....	80 %
One week to three weeks of semester.....	60 %
Three weeks to five weeks of semester.....	40 %

No refunds after five weeks.

No refunds are made when a student is suspended, dismissed for disciplinary reasons or fails to pass in prescribed or elected courses. Refund policy applies to basic fee only.

Some exceptions in the refund policy will be made for student withdrawals because of entrance into military service.

STUDENT HOUSING

MEN: A limited number of residences are maintained on the campus for men and are supervised by prefects. These rooms are occupied by two or three students and rent from \$13.00 to \$15.00 per month. Students also board and lodge at the rooming houses in the vicinity of the campus. Names, descriptions, and locations are furnished by the Dean of Students' Office upon request.

CO-EDS: The University maintains several residences for co-eds adjoining the campus. These residences are supervised by house mothers. A student may obtain a single or double room. Rooms are rented on a semester basis; i. e., \$112.50 a semester. To obtain a reservation a student must write to the Dean of Women.

ADMINISTRATIVE PROCEDURE

INSTRUCTION

The unit of instruction is one period a week for one semester. No credit will be allowed for a course for which a student is not properly registered.

SCHEDULE LOAD

A regular student is required to carry a minimum schedule load of twelve semester hours of work each semester. Normally a student will schedule sixteen or seventeen hours each semester, exclusive of Theology and Military Science.

AUDITORS

Attendance as auditors is not granted without written permission of the Dean. Auditors are charged on the same basis as part-time students.

WITHDRAWAL

A student who withdraws from the University during a semester before taking the final examinations of the semester forfeits all credit for work done in that semester.

To obtain his honorable dismissal on withdrawing from the University, the student must obtain from the Dean a written permission for such withdrawal, which must be presented to the Registrar. This written permission will not be given if the student has not met all financial obligations to the University, or if he is under any official censure, or if there is any official charge pending against him.

Should a student fail to comply with these regulations, a notation of faculty action against the student will be inscribed on his official record.

A student desiring to withdraw from a scheduled course or to add another course after his semester's schedule has been filed in the Registrar's office may do so only after having obtained written permission from the Dean. Permission to add a course or to change from one section of a course to another will not be granted after the date indicated in the Session Calendar as the last day for schedule adjustments.

1. Students withdrawing from courses prior to the latest date for official withdrawal from courses will be given a "W" (withdrawal without grade).

2. Students remaining in the University who withdraw from one or more courses after the latest date for official withdrawal will be assigned either a "WP" (withdrawal passing) or a "WF" (withdrawal failure). The Registrar will send a grade form to the Professor who will return the form marked either "WP" or "WF".

3. Those students who withdraw officially from all courses in the University prior to the mid-semester examinations will be assigned a "W".

4. All students without exception, including those who withdraw officially from the University after the mid-semester examinations, will be assigned a "WP" or "WF". The Registrar will request of the Professors the grade of "WP" or "WF".

In the case of a student who is called to active duty in any branch of the armed services before the date for final examinations in the semester, the following exceptions to the normal regulations have been made:

1. Should a second semester senior be called to military service within six weeks of the date of commencement exer-

cises, he will have the dates of his final examinations advanced, and, if he passes successfully, he will be granted full credit and his degree.

2. A senior in his first semester, or a junior, sophomore, or freshman in either semester who is called into military service within four weeks of the end of the semester will have his examination dates advanced, and, if he passes successfully, be granted full credit for the semester.

3. Any student who has completed his mid-semester requirements but who is not eligible for full credit as stated above will be granted one-half of the credits for the courses in which he has successfully completed his mid-semester examinations.

4. A notation of the action taken by the University in accordance with the provisions made above will be made on the records and transcripts of the students who have received full credit under these provisions.

ATTENDANCE

The University is insistent on regular and punctual attendance. Each tardiness, defined as a student's failure to be present when his name is called at the beginning of each class or laboratory, will be counted as a third of an absence.

The student coming late is responsible for seeing that the instructor changes the absence noted at the beginning of the class to a tardiness.

Any student incurring more than six absences in a course which carries three or more semester hours will be dropped from the course automatically. In courses of less than three semester hours the maximum number of absences will be double the number of semester hours, e.g. in a two semester hour course, four absences will be the maximum allowed; in a one semester hour course, two absences will be the maximum.

Students who have exceeded the maximum number of absences will have a right to petition the Committee on Attendance for reinstatement.

Students petitioning re-instatement should do so within twenty-four hours after they receive notification that they have been dropped from a course. The petition must be submitted by letter to the Dean of Students and must include the reason for each absence, giving dates, etc. While the petition is being reviewed by the Committee on Attendance the student will be permitted to attend classes. The decision of the Committee on Attendance will be final. Extended

absences due to sickness must be verified by a doctor's certificate.

Students entering class more than five minutes after the starting bell will be recorded absent.

Absences for any excuse whatever do not exempt a student from quizzes, tests, examinations, or other written work required during the period of absence. The responsibility for making up such work rests wholly upon the student. A failing grade for the omitted work will be charged against the student if he does not fulfill his obligations within the time limit determined by his Professors.

DISCIPLINE

The educational system of this University includes, as one of its most important features, the formation of character. It is expected that each student will be loyal to the spirit and ideals of the University.

It is intended that the College rules and regulations be a guide and help to foster conduct which is presupposed in every Loyola student. The College requires regular and punctual attendance at all scheduled exercises, observance of all University customs and regulations, serious application to study, and inoffensive conduct on and off the campus. Any student scheduling courses in another College or School of the University will be subject to the rules and regulations of that College or School while taking those courses.

The College reserves the right to dismiss at any time a student who fails to give satisfactory evidence of earnestness of purpose and of interest in the serious work of college life. At all times the University authorities shall be the judges of what affects the interest both of the institution and of the student body.

R. O. T. C.

There is established at Loyola University an R.O.T.C. Unit of the U. S. Army. Details about this program will be found on page 61.

EXAMINATIONS

Written tests and quizzes are given rather frequently at the discretion of the instructor. Mid-semester examinations are given in the middle of the semester. At the end of the semester the final semester examinations are held.

A student must earn the right to take the final semester examination in each of the scheduled subjects. To do so he must have attended the required number of classes in the subject, he must have taken all the tests and quizzes, he must have

submitted the required long report or term paper, and he must have made a minimum overall grade of "D" for the semester work in the subject prior to the semester examination. This pre-examination average will be computed from the grades made in the quizzes, tests, mid-semester examination, written work, and other assignments of the subject course. The final grade for the course will be computed from the pre-examination grade and the final examination grade. If not qualified to sit for the semester examination, because of scholastic deficiency or excessive absences from class, the student automatically incurs a failure (FS) for the course.

GRADES AND REPORTS

A report of the grades made by a student in his scheduled subjects is sent to the student at the middle and end of the semester. The final semester report gives the final grades for the courses completed during the semester.

Grades in the College of Business Administration are reported in letters, not numbers. The qualitative values of the letters used are as follows: A — Excellent; B — Very good; C — Good; D — Merely passing; F — Failure; FS — Failure (Pre-examination scholastic deficiency); FE — Failure (Excessive absences); W — Withdrawal from subject course with permission; WF — Withdrawal with failing grade; WP — Withdrawal with passing grade.

When a student, at the end of a semester, makes the passing grade of "D" or higher, he is credited with the semester hours allowed for the subject course in which the grade is made. Otherwise, he is not credited with any semester hours, but these hours will be counted as attempted hours when computing scholastic standing and honors. Quality points are given for work passed with a grade of "D" or better.

All incomplete grades must be removed before the end of the following semester. Otherwise, they become failures and are so recorded. However, it is more beneficial to the student if the incomplete grade is removed before the middle of the following semester in order that an undue burden is not placed on the student when preparing for his scheduled final examination.

DEAN'S HONOR LIST

Each semester the Dean of the College of Business Administration establishes a "Dean's Honor List" which includes the names of freshman and sophomore students registered in the College of Business Administration who have attained an average of 3.0 or better for all courses scheduled in that semester and junior and senior students in the College of Business Administration who have attained an average of 3.5 or

better for all courses scheduled in that semester. This list is made known to the public and notation of this distinction is made a part of the permanent file of each student included on the list.

REPETITION OF COURSES

A student who has failed a course will be allowed to repeat that course when it is next offered. No more than two repetitions of the same course will be allowed to any student.

For repetition of courses to raise the quality of a student's work, cf. page 38, "Quality of Work."

CLASSIFICATION OF STUDENTS

Those students are ranked as Sophomores, who have credit for twenty-four semester hours; Juniors, who have credit for fifty-six semester hours; and Seniors, who have credit for ninety-two semester hours.

SCHOLASTIC STANDING

The standing of a student is computed on all hours attempted, including Theology and Military Science but excluding authorized withdrawals. All attempts at a course which has been failed and repeated or which has been repeated to raise the quality of work will be counted in computing a student's scholastic standing.

PROBATION AND DISMISSAL

1. A first semester freshman on scholastic probation will carry a maximum schedule load of twelve to fourteen hours in degree subjects. If at the end of his first semester this student has achieved a minimum 1.5 grade average in all his scheduled subjects his probation will be removed. If he has failed to remove his scholastic probation he will be subject to dismissal from the College.

2. Other matriculated students whose grade average is less than the allowed minimum, as indicated below, will be placed on scholastic probation for one semester with a reduced schedule load, or their registration may be cancelled.

MINIMUM OVERALL GRADE AVERAGE ALLOWABLE

Minimum Overall Grade Average Allowable

- a. a quality point average of 1.7 for the first semester
- b. a total quality point average of 2.0 for the first and second semesters
- c. a total quality point average of 2.0 after the second semester and every subsequent semester.

Students failing to meet these specified requirements will be placed on probation for one semester. If a student is unable to raise his quality point average to the required minimum after one semester of probation, he will be subject to dismissal from the College.

Only rarely and for very grave reasons will the probation of a student be extended beyond one semester.

3. If, after one semester on probation, the student has failed to raise his grade average to the minimum overall grade average allowable he will be subject to dismissal from the College.

4. Students on scholastic probation will schedule no more than 12 semester hours in required courses for the degree.

PROGRESSION

Before the completion of his sophomore year the student should have determined in consultation with his adviser the selection of a program of junior and senior courses. A limited amount of specialization is provided for in the various programs but students are cautioned against too much narrow specialization. In all cases the junior and senior program must be approved by the student's adviser and the Dean.

At the conclusion of the student's sophomore year his scholastic progress will be reviewed carefully by his adviser, a faculty committee, and the Dean. Before undertaking a junior program a student should have demonstrated beyond a doubt his scholastic proficiency. He should have a general average of "C" or 2.0. If a student has a marked deficiency in quality he may be forced to repeat lower division courses; he may be put on probation; or he may be dismissed permanently.

REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

I. Knowledge of Regulations—Every student is to acquaint himself with all regulations of the University and the College that pertain to him. The College of Business Administration reserves the right to change its course requirements and its regulations and to make changes effective for currently registered students and new registrants. When a student registers in the University, it is understood that both the student and the student's parents or guardians agree to the student being governed by the regulations of the University and the College, and will abide by decisions that may be made by officials in the University regarding the student.

II. The Amount of Work—To receive the degree, Bachelor of Business Administration, a student is required to complete at least 126 semester hours, exclusive of hours earned in Theology and Military Science, distributed in such a manner as to include normally eight semesters of work.

Exceptions are made for the Programs in Business and Mathematics, Business and Law and Administrative Practices.

The courses are dividend into three groups.

- a. The arts and sciences background courses which constitute nearly one-half of the program and which are designed to free the future executive from the limitations of a restricted technical education. Students are required to take and to elect courses in the College of Arts and Sciences during their entire four years.
- b. A lesser portion of the courses are in the field of Economics and are designed to equip the future business leader with a broad knowledge of economic principles, problems, and analytical process in our country and in the principal regions of the world.
- c. The professional courses of the business administration program constitute about forty per cent of the total courses taken and are divided into two groups.
 1. Courses designed to give broad comprehension in all of the major fields of business administration. These are sometimes called the "core" courses and include studies in the fields of management, accounting, economics, marketing, finance, statistics, business law and communications.
 2. The fields of concentration which include a limited number of upper division courses in each of the "core" fields of business. These are described on page 41 under the general heading "Junior-Senior Programs of Studies."

III. Absentia Work—A student who wishes to schedule courses at another college, during the summer session or otherwise, and who wishes to have such courses recognized as partial fulfillment of his degree program must obtain written permission of the Dean before such courses are scheduled. Failure to obtain such permission will render the

courses unacceptable at Loyola. No credit will be allowed for any such courses carrying less than a "C" grade.

IV. Character of Work—The various degree programs in this College all call for a minimum of 126 semester hours with approximately one-half of the work in liberal arts and about one-half in business administration subjects. All students must complete the following courses:

Course	Sem. Hrs.	Course	Sem. Hrs.
English	12	Accounting	9
Social Communications	3	Money and Banking	3
Philosophy	18	Corporation Finance	3
Arts and Sciences		Marketing Management I	3
Elective	15	Legal Environment of Business	6
Mathematics	6	Labor Economics	3
Economic History	6	Statistics	6
Principles of Economics	6	Personnel Management	3
Intermediate Economic		Production Management	3
Analysis	3	Managerial Accounting	3
		Administrative Practices	3
		Professional Electives	12
	69		57

V. Quality of Work—A candidate for the Bachelor of Business Administration degree must present not only the required quantity and character of degree work, but must also attain a certain standard of excellence in his work. Hence the candidate must have earned a general average of "C" or better for all courses attempted and must have at least a "C" average for upper division professional courses.

Quality points are earned in the following manner: For the grade of "A" in a subject course, the student is credited with four times as many quality points as semester hours allowed for the course; for the grade of "B", three times as many quality points as semester hours; for the grade of "C", twice as many quality points as semester hours; for the grade of "D", just as many quality points as semester hours; for the grade of "F", neither semester hours nor quality points are credited, but the semester hours are counted as hours attempted in computing a student's standing and credit point ration.

With the permission of the Dean, a student may repeat a course already successfully completed in order to better the quality of his work. The results of the second attempt supersede the results of the first attempt. No third attempt will be allowed unless the second attempt results in a failure, in which case the course must be repeated a second time. In computing scholastic average all attempts will be counted.

VI. *Application for Degree and Payment of Fees*—At the beginning of the scholastic year in which the candidate expects to complete the work required for his degree he must present to the Registrar a formal application for that degree.

On the day specified in the Session Calendar the candidate must pay his graduation fee of twenty-five dollars and discharge all other financial indebtedness to the University.

VII. *Presence at Graduation*—All candidates for degrees must be present at the Baccalaureate Services and the Commencement Exercises. This applies to students following the Combined Program in Business and Law. The University will not confer degrees *in absentia*. Exception is made for candidates in the armed services.

VIII. *Graduation Honors*—Graduation honors are computed according to the quality point system. A student's graduation average is determined by dividing the total number of quality points earned by the total number of semester hours attempted by the student in his courses. Semester hours carried include all hours attempted (excluding authorized withdrawals and including failures and all attempts at a course which has been repeated in order to raise the total of quality points). A student who has made an average of 3.5 graduates *cum laude*; one who has made an average of 3.7, *magna cum laude*; one who has made an average of 3.9, *summa cum laude*. Record of these honors is inscribed on the diploma and noted in the list of graduates published for the Commencement Exercises.

REQUIRED COURSES FOR DEGREE^{1°}

All candidates for the Bachelor of Business Administration degree must complete all the courses listed below. The student and his adviser will determine the best selection of junior and senior elective courses. A limited amount of specialization is permitted in the various programs of study but the student is urged to get as much breadth as possible in his course of studies. At least one upper division elective must be taken in a college or department of Loyola University other than the College of Business Administration. This course or these courses will be decided through consultation between the student and his faculty adviser.

FRESHMAN YEAR		Sem. Hrs.	
Course. No.		I	II
En. 101-102	Freshman Composition ^{2°}	3	3
Mt. 111-B.A. 112	Fundamental College Mathematics—Mathematics of Finance	3	3
Course 101-102	Arts and Sciences Elective ^{3°}	3	3
Eco. 103-104	Economic History of Europe—Economic History of United States	3	3
Acc. 105-106	Principles of Accounting	3	3
	Military Science		
		15	15
SOPHOMORE YEAR			
En. 201-202	A Survey of English Poetry and Prose ^{2°}	3	3
Course 201-202	Arts and Sciences Elective ^{3°}	3	3
Pl. 201-202	Logic and Epistemology—Metaphysics I	3	3
B. A. 210-211	Statistics	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 203-B.A. 201	Functional Accounting—Social Communications	3	3
	Military Science		
		18	18
JUNIOR YEAR			
Pl. 203-301	Metaphysics II—The Philosophy of Human Nature	3	3
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Mg. 334-Eco. 331 ^{4°}	Personnel Management—Labor Economics	3	3
Eco. 328-Mk. 305	Intermediate Economic Analysis—Marketing Management I	3	3
	Elective ^{5°}	3	3
		15	15
SENIOR YEAR			
Pl. 302-303	General Ethics—Individual and Social Ethics	3	3
B.A. 305-306	Legal Environment of Business	3	3
Mg. 337-355	Production Management—Managerial Accounting	3	3
Mg. 346	Administrative Practices	3	3
	Elective ^{6°}	3	
	Elective ^{5°}	3	3
		15	15

^{1°} Catholic students are required to take Theology each semester.

^{2°} Students who achieve superior scores in the College Entrance Examination Board Tests may be assigned to the following English sequence: En. 102, En. 202, En. 201 and for the concluding English course any upper division elective course offered by the English Department.

^{3°} During a student's first two years at Loyola twelve semester hours must be taken in elective courses in the College of Arts and Sciences. Courses which may be elected include social sciences, foreign languages or physical sciences. If a student elects a physical science in his freshman year he may elect a physical or social science in his sophomore year. Students who elect social sciences or a language must establish twelve semester hours credit in either social sciences or a language.

^{4°} Students in degree programs other than General Business-Management may substitute Mg. 341 for Eco. 331.

^{5°} See Junior-Senior Program of Study.

^{6°} Upper division Arts and Sciences elective.

JUNIOR - SENIOR PROGRAMS OF STUDY

Outlined below are the areas of specialization open for students in the College of Business Administration. Although these are sometimes referred to as "majors" and "minors" it is understood that the general major fields for all business students are management, accounting, and economics. These fields of specialization presented below are intended for students who have specific interests within the functional fields of business administration. It should be pointed out that three of these programs—the Programs in General Business-Management, Economics, and Marketing—do not require specific electives until the third year in college. Therefore, a student selecting one of these fields for specialization during his first two years may transfer to any of the others without having to take additional courses. The remaining four programs—the Programs in Accounting, Business and Mathematics, Business and Law, and Administrative Practices—require specific courses during the first and second years. Therefore, a student in general selecting one of these programs cannot transfer to another special program (or from one of the general programs to any one of these special programs) without having to make up the required courses for the program to which he transfers.

PROGRAM IN GENERAL BUSINESS-MANAGEMENT

This program is strongly recommended for students who want a good solid preparation for business without any great attempt at specialization. All of the electives may be used in a way to serve the particular needs of a student and to give an opportunity for maximum breadth. The student and his adviser will determine the proper selection of courses in this as in all programs of study. It is strongly urged that at least six semester hours of marketing be taken in this program.

Recommended Courses: At Discretion of Adviser.

PROGRAM IN ECONOMICS

A comprehensive and sound knowledge of economic theory and its application is essential in all business affairs. The Program in Economics is offered to provide greater opportunity for training in advanced economic courses for those who may aspire to graduate work or to careers in professional economics or government service.

Recommended Courses: Eco. 308, Eco. 325, Eco. 332, Fn. 316, and selected Arts and Sciences courses or specific selections from the four categories of courses in Economics.

PROGRAM IN MARKETING

For years in the United States major emphasis was placed on production and little attention was devoted to the marketing phases of American economic life. From 1914 on such developments in technological improvements and increased productive capacity occurred that problems of finding and stimulating market outlets for an endless quantity and variety of goods arose. The challenge presented results in a new and vigorous emphasis on all aspects of marketing.

Today it is estimated that sixty per cent of the consumer's dollar goes to pay for the marketing activities, as against forty per cent to cover direct production costs and profits. Whether this estimate is exact or not, it is apparent that a realization of the importance of marketing in business affairs gives rise to a host of career possibilities for the student of business.

In private employment there are opportunities in selling, in advertising, in survey and research work, in wholesaling and retailing, as manufacturers agents, and in related and associated fields like transportation, insurance, radio, and banking.

In governmental employment there are career opportunities of many types, especially in the Departments of Commerce and Agriculture and in specialized Bureaus.

Recommended Courses: Mk. 306 or Mk. 331, Mk. 308, Mk. 310, and selected Arts and Sciences courses.

PROGRAM IN ACCOUNTING¹

In all types of business organizations, a sound knowledge of accounting is fundamental and essential for proper management of modern business affairs. Management today is highly specialized; thus, the need for a flow of continuous information concerning operating costs and expenses, resources and liabilities, and resultant profits or losses is of paramount importance in furnishing management with a tool for conducting a healthy operating business. Increasing regulations and taxation activities of governmental agencies are complicating business problems which place further emphasis on the present need for such knowledge.

The student who takes advanced studies in accounting prepares himself for a very useful career in the fields of private, commercial and industrial accounting, of public accounting, of governmental service, of tax consulting, of cost analysis, of controllership, or of teaching. Those who wish to acquire a solid background for accounting work or those who contemplate graduate studies in accounting are urged to se-

lect the accounting program. A student should not attempt to continue the accounting program unless he has maintained at least a "C" average in his lower division accounting courses.

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition ^{1°}	3	3
Mt. 111-B.A.112	Fundamental College Mathematics—Mathematics of Finance	3	3
Course 101-102	Arts and Sciences Elective ^{2°}	3	3
Eco. 103-104	Economic History of Europe—Economic History of United States	3	3
Acc. 105-106	Principles of Accounting	3	3
	Military Science		
		15	15

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose ^{2°}	3	3
Course 201-202	Arts and Sciences Elective ^{3°}	3	3
Pl. 201-202	Logic and Epistemology—Metaphysics I	3	3
B.A. 210-211	Statistics	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Acc 205-206	Intermediate Accounting	3	3
	Military Science		
		18	18

JUNIOR YEAR

Pl. 203-301	Metaphysics II—The Philosophy of Human Nature	3	3
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Eco. 331 ^{4°} -Mg.334	Labor Economics—Personnel Management	3	3
Eco. 328	Intermediate Economic Analysis	3	
Acc. 314	Federal Tax Accounting		3
Acc. 305-306	Advanced Accounting	3	3
		15	15

SENIOR YEAR

Pl. 302-303	General Ethics—Individual and Social Ethics	3	3
B.L. 305-306	Business Law	3	3
Mg. 337	Production Management	3	
Mk. 305	Marketing Management I		3
Acc. 317-318 ^{5°}	Cost Accounting—Controllership Accounting	3	3
Acc. 323	Auditing—Elective ^{6°}	3	3
		15	15

^{1°} Catholic students are required to take Theology each semester.

^{2°} Students who achieve superior scores in the College Entrance Examination Board Tests may be assigned to the following English sequence: En. 102, En. 202, En. 201 and for the concluding English course any upper division elective course offered by the English Department.

^{3°} During a student's first two years at Loyola twelve semester hours must be taken in elective courses in the College of Arts and Sciences. Courses which may be elected include social sciences, foreign languages or physical sciences. If a student elects a physical science in his freshman year he may elect a physical or social science in his sophomore year. Students who elect social sciences or a language must establish twelve semester hours credit in either social sciences or a language.

^{4°} Students in degree programs other than General Business-Management may substitute Mg. 341 for Eco. 331.

^{5°} Acc. 319, Municipal and Governmental Accounting, may be substituted for Acc. 318, Controllership Accounting.

^{6°} Upper Division arts and sciences elective.

COMBINED PROGRAM IN BUSINESS AND MATHEMATICS^{1°}

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition ^{2°}	3	3
Mt. 125-257	Unified College Algebra and Trigonometry— Analytic Geometry and Calculus I ^{3°}	5	5
Course 101-102	Arts and Sciences Elective ^{4°}	3	3
Eco. 103-104	Economic History of Europe—Economic History of United States	3	3
Acc. 105-106	Principles of Accounting	3	3
	Military Science		
		17	17

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose ^{2°}	3	3
Pl. 201-202	Logic and Epistemology—Metaphysics I	3	3
Mt. 259-260	Analytic Geometry and Calculus II and III ^{5°}	3	3
Course 201-202	Arts and Sciences Elective ^{4°}	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 203-E.A. 201	Functional Accounting—Social Communications	3	3
	Military Science		
		18	18

JUNIOR YEAR

Pl. 203-301	Metaphysics II—The Philosophy of Human Nature	3	3
En. 305-307	Money and Banking—Corporation Finance	3	3
Eco. 331 ^{6°} -Mg. 334	Labor Economics—Personnel Management	3	3
Mk. 305-Eco. 328	Marketing Management I—Intermediate Economic Analysis	3	3
Mt. 347-348	Elementary Mathematical Statistics	3	3
		15	15

SENIOR YEAR

Mg. 337-Mg. 346	Production Management—Administrative Practices	3	3
Pl. 302-303	General Ethics—Individual and Social Ethics	3	3
B.A. 305-306	Legal Environment of Business	3	3
Mt. 361-362	Advanced Calculus ^{7°}	3	3
Mt. 393	Programming Mathematical Problems for Digital Computers—Elective ^{8°}	3	3
		15	15

^{1°} Catholic students are required to take Theology each semester.

^{2°} Students who achieve superior scores in the College Entrance Examination Board Tests may be assigned to the following English sequence: En. 102, En. 202, En. 201 and for the concluding English course any upper division elective course offered by the English Department.

^{3°} Exceptional students only, with sufficient background, may substitute Mt. 257-258, Analytic Geometry and Calculus I and II, for Mt. 125-257, Unified College Algebra and Trigonometry—Analytic Geometry and Calculus I.

^{4°} During a student's first two years at Loyola twelve semester hours must be taken in elective courses in the College of Arts and Sciences. Courses which may be elected include social sciences, foreign languages or physical sciences. If a student elects a physical science in his freshman year he may elect a physical or social science in his sophomore year. Students who elect social sciences or a language must establish twelve semester hours credit in either social sciences or a language.

^{5°} Students who substitute Mt. 257-258 for Mt. 125-257 substitute Mt. 260-332, Analytic Geometry and Calculus III—Ordinary Differential Equations, for Mt. 259-260.

^{6°} Mg. 341 may be substituted for Eco. 331.

^{7°} Other mathematic courses may be substituted.

^{8°} Upper division professional elective.

COMBINED PROGRAM IN BUSINESS AND LAW^{1°}

The combination of business administration and law affords an exceptional training for a career in either law or business or governmental service. With the combined program which is here offered it is possible to achieve both the degrees, Bachelor of Business Administration and Bachelor of Laws, after six years of study. This combination program is recommended only for those students who are able to maintain a "B" or high "C" average in their studies. Required credit in Business Administration 305-306 is waived, and most electives are to be scheduled in the School of Law.

1. A Business Administration student may enter upon his studies in the School of Law after the completion of his junior year.

2. Before transferring to the School of Law he must have completed all the subjects prescribed below. He must have submitted his application for the BBA degree.

3. He must have been registered during the entire year as a senior in the College of Business Administration and as a first year student in the School of Law.

4. He must have completed successfully the first year of his law studies as required by the School of Law for his promotion to the second year of law studies.

5. He must not be under official censure either in the College of Business Administration or in the School of Law.

6. He must see that an official record of the School of Law studies be sent to the Dean of the College of Business Administration.

7. He may receive the Bachelor of Business Administration Degree during the graduation exercises at the successful completion of his first year in the School of Law if he elects to do so. He will receive the Bachelor of Business Administration Degree at the same time he receives his Bachelor of Laws Degree. However, if for any reason a student voluntarily withdraws from the Bachelor of Laws Program after the successful completion of the first year of his law studies as required by the School of Law for his promotion to the second year of law studies and is under no official censure of either the College of Business Administration or the School of Law, he may receive the Bachelor of Business Administration Degree at the next normally scheduled exercises with the other candidates for the Bachelor of Business Administration Degree.

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition ^{2°}	3	3
Mt. 111-B.A. 112	Fundamental College Mathematics—Mathematics of Finance	3	3
Course 101-102	Arts and Sciences Elective ^{3°}	3	3
Pl. 201-202	Logic and Epistemology—Metaphysics I	3	3
Eco. 103-104	Economic History of Europe—Economic History of United States	3	3
Acc. 105-106	Principles of Accounting	3	3
	Military Science		
		18	18

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose ^{2°}	3	3
Course 201-202	Arts and Sciences Elective ^{3°}	3	3
Pl. 203-301	Metaphysics II—The Philosophy of Human Nature	3	3
B.A. 210-211	Statistics	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 203-B.A. 201	Functional Accounting—Social Communications	3	3
	Military Science		
		18	18

^{1°} Catholic students are required to take Theology each semester.

^{2°} Students who achieve superior scores in the College Entrance Examination Board Tests may be assisted to the following English sequence: En. 102, En. 202, En. 201 and for the concluding English course any upper division elective course offered by the English Department.

^{3°} During a student's first two years at Loyola twelve semester hours must be taken in elective courses in the College of Arts and Sciences. Courses which may be elected include social sciences, foreign languages or physical sciences. If a student elects a physical science in his freshman year he may elect a physical or social science in his sophomore year. Students who elect social sciences or a language must establish twelve semester hours credit in either social sciences or a language.

JUNIOR YEAR

Course No.		Sem. Hrs.	
		I	II
Pl. 302-303	General Ethics—Individual and Social Ethics	3	3
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Eco. 331 ⁴⁰ -Mg. 334	Labor Economics—Personnel Management	3	3
Eco. 328-Mk. 305	Intermediate Economic Analysis—Marketing Management I	3	3
Mg. 346-337	Administrative Practices—Production Management	3	3
	Elective ⁵⁰	3	
		18	15

SENIOR YEAR

School of Law Electives	12	12
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⁴⁰ Students in degree programs other than General Business-Management may substitute Mg. 341 for Eco. 331.

⁵⁰ Upper division professional elective.

PROGRAM IN ADMINISTRATIVE PRACTICES¹⁰

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition ²⁰	3	3
Mt. 111-B.A. 112	Fundamental College Mathematics—Mathematics of Finance	3	3
B.S. 105-106	Techniques of Typewriting	2	2
Eco. 103-104	Economic History of Europe—Economic History of United States	3	3
Acc. 105-106	Principles of Accounting	3	3
		14	14

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose ²⁰	3	3
Pl. 201-202	Logic and Epistemology—Metaphysics I	3	3
B.S. 103-104	Techniques of Shorthand	3	3
B.S. 205-207	Advanced Typewriting—Basic Business Ma- chines	2	2
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 203-Sh. 102	Functional Accounting — Fundamentals of Speech II	3	3
		17	17

JUNIOR YEAR

Pl. 203-301	Metaphysics II—The Philosophy of Human Na- ture	3	3
Fn. 305-Mk. 305	Money and Banking—Marketing Management I	3	3
B.A. 210-Mg. 334	Statistics—Personnel Management	3	3
B.S. 203-204	Advanced Shorthand	3	3
B.S. 305-306	Secretarial Procedures	3	3
		15	15

SENIOR YEAR

Pl. 302-303	General Ethics—Individual and Social Ethics	3	3
B.S. 307-308	Business Correspondence—General Office Labo- ratory	2	2
B.A. 305-306	Legal Aspects of Business	3	3
Mg. 339-346	Public Relations—Administrative Practice	3	3
	Electives ³⁰	3	3
	Electives ⁴⁰	3	3
		17	17

¹⁰ Catholic students are required to take Theology each semester. All male students are required to take Military Science during their freshman and sophomore years.

²⁰ Students who achieve superior scores in the College Entrance Examination Board Tests may be assigned to the following English sequence: En. 102, En. 202, En. 201 and for the concluding English course any upper division elective course offered by the English Department.

³⁰ Upper division Arts and Sciences elective.

⁴⁰ Upper division professional elective.

GRADUATE DIVISION OF BUSINESS ADMINISTRATION

Effective for the year beginning September, 1961, and thereafter the Board of Directors of Loyola University has authorized the faculty of the College of Business Administration to offer course work leading to the Master in Business Administration degree and to award that degree upon the recommendation of the faculty. The administration, faculty and staff of the Graduate Division of the College of Business Administration is a separate organizational entity of the College operating through the Director of the Graduate Division and under the administration of the Dean of the College of Business Administration.

Information about the Graduate Division is presented through a separate bulletin of Loyola University. This will be sent to interested persons who write in for information about the program.

DEPARTMENTS OF INSTRUCTION

The courses of instruction in the College of Business Administration are numbered in accordance with the following plan: Lower Division courses, numbered from 100 to 299, are introductory and basic courses. Upper division courses, numbered from 300 to 399, are meant for juniors and seniors and they usually require the lower division prerequisite courses.

Graduate courses are numbered in the 500 series and may be taken only with the specific permission of the Director of the Graduate Division.

The college credit allowed for a course is slated in terms of semester hours.

The following is a list of the key letters used to indicate the different courses of instruction:

Department	Course Key
Accounting.....	Acc.
Business Administration.....	B.A.
Business Sciences.....	B.S.
Business Law.....	B.L.
Economics.....	Eco.
Finance.....	Fn.
Management.....	Mg.
Marketing.....	Mk.

The course numbering plan prevailing in the College of Arts and Sciences is the same as that which prevails in the College of Business Administration. Students from the College of Business Administration take courses in the following Departments of the College of Arts and Sciences:

Department	Course Key
Biology.....	Bl.
Chemistry.....	Ch.
English.....	En.
History.....	Hs.
Journalism.....	Jr.
Mathematics.....	Mt.
Military Science (R.O.T.C.).....	MS
Modern Language.....	Fr., Gr., Russ., or Sp.
Philosophy.....	Pl.
Physics.....	Ph.
Political Science.....	P.Sc.
Sociology.....	Sl.
Speech.....	Sh.
Theology.....	Th.

COLLEGE OF BUSINESS ADMINISTRATION COURSES

ACCOUNTING COURSES

Acc. 100 Basic Accounting. This is a one semester terminal course designed especially for Pre-Pharmacy students. Techniques and procedures of basic principles of accounting in recording business transactions, form, content and analysis of financial and income statements for retail pharmacy establishments are emphasized. 3 sem. hrs.

Acc. 105-106 Principles of Accounting. A basic course in accounting designed to familiarize all students registered in the College of Business Administration with the fundamental accounting principles and practices and with a background to business through accounting. Emphasis is placed on the modern concepts of "how" accounting is used in the business world plus an introduction of cost and managerial accounting. Laboratory drills will be devoted to problem solving. Practice sets are optional. Formerly, Acc. 101-102. 6 sem. hrs.

Acc. 203 Functional Accounting. This is a one semester terminal course designed especially for business administration students who have selected a field of business administration program other than the program in accounting. As a further preparation for his business career, using the fundamentals of accounting, the student is shown its application in the general fields of business. Analysis and interpretation of financial statements and budgeting are but a few of the concepts that will be studied. Prerequisite: Acc. 105-106 (Formerly, Acc. 101-102) or its equivalent. 3 sem. hrs.

Acc. 205-206 Intermediate Accounting. This course is designed to develop an understanding of modern accounting standards and concepts, acceptable form and techniques in the preparation of accounting statements. Detailed accounts are considered in both financial and income-determination statements. Special problems in corporate accounting, statement analysis, use of funds and cash flow are considered. Prerequisite: Acc. 105-106 (Formerly, Acc. 101-102) or its equivalent. 6 sem. hrs.

Acc. 305-306 Advanced Accounting. Principles and problems of advanced accounting relating to partnerships (including liquidation by installments), joint ventures, home-office and branch accounting, consolidated financial statements, corporate mergers and capital readjustments, foreign exchange, receiverships, fiduciary and fund accounting are covered. Formerly, Acc. 303-304. Prerequisite: Acc. 205-206 or its equivalent. 6 sem. hrs.

Acc. 314 Federal Income Tax Accounting. This course introduces the student to the complexities of the Internal Revenue Code and related court decisions pertaining especially to the tax requirements of individuals. The mechanics of preparing various types of federal income tax returns is covered. Tax planning and research methods are introduced. Prerequisite: Acc. 203 or Acc. 205-206 or its equivalent.

3 sem. hrs.

Acc. 317 Cost Accounting. A course primarily designed to emphasize the managerial use of the principles and concepts of production cost control under job-order, process and standard cost systems, flexible budgets, joint products and by-products. It embraces adequate procedural material and thought-provoking cost accounting problems including material-labor-factory overhead costs, inventory valuation and measurement of income. Formerly, Acc. 315-316. Prerequisite: Acc. 205-206 or its equivalent.

3 sem. hrs.

Acc. 318 Controllership Accounting. An elective course designed for the accounting program emphasizing accounting in industry. The case method approach will be used in solving practical business situations confronting an accountant in a business organization. The collection, marshalling, and interpretation of quantitative information, analysis of statements, problems arising from price level changes, and preparation of reports to be used by top management is intended to give the student maximum opportunity for independent thinking. Prerequisite: Acc. 317 or its equivalent. 3 sem. hrs.

Acc. 319 Municipal and Governmental Accounting. An elective course designed for study of budgetary control, systems, theory, and application of principles of fund accounting and reporting as applied to municipalities, other governmental units and institutions such as schools and hospitals. Emphasis is placed upon the accounts of municipalities and institutions, classification and use of funds, financial statements and reports. Prerequisite: Acc. 317 or its equivalent. 3 sem. hrs.

Acc. 323 Auditing Principles and Problems. This course acquaints the student with the procedures of conducting a general audit. The "how" and "why" of an audit program are developed in the light of current auditing standards. Emphasis is also placed upon ethics and responsibilities of the independent Certified Public Accountant in conducting an audit and upon the role and importance of internal control. The student is required to prepare a complete set of audit working papers and the statements that normally result from a general audit. Readings in current accounting and financial periodicals are required. Prerequisite: Acc. 305-306 (Formerly, Acc. 303-304) or its equivalent. 3 sem. hrs.

BUSINESS ADMINISTRATION COURSES

B.A. 112 Mathematics of Finance. A course designed to provide a student with the basic use of mathematical principles and their application in business. It is primarily intended to focus attention toward solutions of problems confronting businessmen. Emphasis is placed on: ratio, proportion, and percentage; methods of solving simple and compound interest problems; discounts; series and binomial theorem; introduction to functional notation; construction and analysis of graphs; annuities; amortization; and introduction to statistics.
3 sem. hrs.

B.A. 201 Social Communications. A basic course in principles of transmitting information between and among social entities. Emphasis is placed on oral communications particularly in the fields of conference participation and oral reporting. The end objective will be the preparation of written business reports which can be digested and presented orally by other students.
3 sem. hrs.

B.A. 210-211 Statistics. Collection, analysis and presentation of statistical data; principles of sampling; measures of reliability for testing and estimation problems; index numbers; time series analysis; business barometers and forecasting; the use of the normal curve. The application of calculus to business problems will be included for all but Administrative practices majors. Prerequisite: Six semester hours of College Mathematics.
6 sem. hrs.

B.A. 305-306 Legal Environment of Business. Employing an entirely different approach to the subject matter from that found in the typical Business Law course, this series of courses is a comprehensive and general analysis of the relation of law to business. It is designed to bring the student to a realization that the business community operates within the framework of the legal system. As back-ground material, the course emphasizes the role of law in our society; the recognition and protection of private property; and examines the contract concept as a basic source of rights and obligations. The relation of government to business in its regulatory role as well as the evolution of social values as crystalized into legal programs, such as Workmen's Compensation Statutes, Unemployment Compensation and Mechanic's Liens are essential features of this study. Prerequisite: Eco. 201-202. 6 sem. hrs.

BUSINESS LAW COURSES

B.L. 305-306 Business Law. Application of law to business transactions; fundamental ideas of law in general; business forms; contracts; agency; negotiable instruments; banking law; sales, personal property; partnerships and corpora-

tions; mortgages; real property; insurance; suretyship; and bankruptcy. Prerequisite: Eco. 201-202. 6 sem. hrs.

BUSINESS SCIENCE COURSES

B.S. 103-104 Techniques of Shorthand. A study of the principles of Gregg Shorthand designed to aid the student in developing skill in reading, writing, and transcribing shorthand. Typewritten transcription is introduced in the second semester. 6 sem. hrs.

B.S. 105-106 Techniques of Typewriting. A course in the fundamentals of typewriting designed to guide the students in attaining mastery of the keyboard and proficiency in the operation of electric and manual typewriters. 4 sem. hrs.

B.S. 203-204 Advanced Shorthand. Dictation and transcription of familiar and unfamiliar material are the bases of this course which is designed to further the development of skill in transcribing from shorthand notes. Principles of Gregg Shorthand are continued with drills in vocabulary, phrases, abbreviations, terminology of business and industry, and speed-building techniques. Prerequisite: B.S. 103-104. 6 sem. hrs.

B.S. 205 Advanced Typewriting. Designed to aid the student to develop superior ability in typewriting, this course includes a comprehensive review of all techniques and principles co-ordinated with extensive application of actual office problems. Prerequisite: B.S. 103-104. 2 sem. hrs.

B.S. 207 Basic Business Machines. This course is designed to acquaint the student with the use of the full key-board adding machine, the ten-key adding machine, electric calculators, accounting devices, duplicating, recording, and transcribing equipment. 2 sem. hrs.

B.S. 305-306 Secretarial Procedures. A special course of instruction in the handling of mail, telephone and telegraph services, travel records, business information, statistics and graphs, the responsibilities in banking, the nature of insurance, analysis of employees and payroll records, methods of maintaining equipment and supplies, handling of appointments, human relations, recording the minutes of meetings, preparing of reminder files, and organizing and maintaining numeric, alphabetic, and geographic filing systems, Decimal-Subject Correspondence Filing, Soundex Coding Practice, and Triple-Check Automatic Coding Practice. The course includes a study of the personality of secretaries, career objectives, and the analysis of secretarial manuals and secretarial organizations. Prerequisite: B.S. 205. 6 sem. hrs.

B.S. 307 Business Correspondence. A study of the principles of business correspondence; emphasis on structure and content of different types of written communications. Prerequisite: En. 101-102. 2 sem. hrs.

B.S. 308 General Office Laboratory. This course is designed to facilitate the transition from the classroom to the business environment and to challenge the student by offering problems in office and administrative practices, personal adjustment to business, and specific exercises in preparing letters of application, personal brochures, and preparation for verbal interviews. Prerequisite: Senior standing. 2 sem. hrs.

ECONOMICS COURSES

I. Economic History

Eco. 103 Economic History of Europe. The basic forms of the modern free-enterprise economy were developed in Europe, and transplanted to America where they were modified and developed further. Thus, the American form of the modern economy can be fully understood only against the background of its origins in Europe. 3 sem. hrs.

Eco. 104 Economic History of United States. A survey of the outstanding developments since the Colonial days in agriculture, banking, transportation, labor and population, foreign trade and tariffs, and marketing. 3 sem. hrs.

II. Economic Theory, Economic Problems, Economic Policies

Eco. 200 Basic Economics. This is a one semester terminal course designed especially for Pre-Pharmacy students. Credit in this course cannot be substituted for either Eco. 201 or Eco. 202. The course involves a study of the elementary principles of production, value, distribution and consumption with a limited treatment of some of the major economic problems of society. 3 sem. hrs.

Eco. 201-202 Economic Principles and Problems. A study of the application of the basic economic principles to the business world in operation. Economic structures; production; forms of business enterprise; value and price determination; domestic and foreign trade; money, credit, and banking development; distribution of wealth and income; the process of consumption. A careful consideration of the major economic problems of the day such as those relating to business cycles, trusts and monopolies, transport, agriculture, labor, business financing, and government regulations. Prerequisite: Sophomore standing. 6 sem. hrs.

Eco. 325 Business Cycles. Structure of the American economy, description of business cycle phases; casual theories; implications of economic growth. Prerequisites: B.A. 210-211, Fn. 305. 3 sem. hrs.

Eco. 326 History of Economic Thought. A selective inquiry into the development of economic thought from the Mercantilists to contemporary economic theorists. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 327 Price Theory. A comprehensive survey of the pricing process in product and factor markets of differentiated structures. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 328 Intermediate Economic Analysis. An intensive study of the issues and concepts involved in national product and income accounting; the application of economic analysis to problems of national income, employment and growth. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 330 Preface to Econometrics. Econometrics is a tool now widely used in economic research by government as well as business. This course is designed to give the student a basic understanding of the way econometrics deals with economic problems. B.A. 210-211, Eco. 325. 3 sem. hrs.

Eco. 331 Labor Economics. A course combining a survey of the institutional and legal environment conditioning the conduct of industrial relations in the American economy with an application of economic analysis to the main issues of the labor market. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 332 Government and Business. A survey and assessment of the increasing and varied participation of government in the American economy. Attention is also given to the legal and socio-philosophical foundation of governmental participation in the economic process. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 333 Comparative Economic Systems. A study of the theoretical foundation and practical functioning of differentiated economic systems. Attention is also given to the doctrine of the Papal encyclicals on the fundamentals of economic organization. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 334 Economic Research. In this course, students will be required to choose a topic, to do research on it, and to produce a paper. At regular meetings, progress reports will be made, students will discuss these reports, will make suggestions to each other, and listen to suggestions by the Pro-

fessor. A limited number of students will be admitted.
Prerequisites: Eco. 325, Eco. 308. 3 sem. hrs.

III. International Economics

Eco. 301 Principles of International Trade and Economics. This course covers the theory of foreign trade, tariff theory, and international investment problems. Special attention is given to the history of trade, the economic bases for trade, balance-of-payments and foreign exchange problems. Formerly, I.T. 301. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 303 Latin American Economics and Trade. A survey of the outstanding economic and social developments in Central and South America. Much of the course is concerned with the Latin-American countries as sources of imports and as export markets, and major emphasis is placed on the Latin American area as an outlet for United States investment. Formerly, I.T. 303. Prerequisites: Eco. 201-202, Eco. 301. 3 sem. hrs.

Eco. 309 World Trade Markets. A survey of the present-day trade with selected regions of the world. Emphasis on the major imports and exports of Europe, Asia, Africa and Oceania; trade channels to and from the United States, especially the Mississippi Valley; trading methods and policies; commercial treaties; current exchange and commercial restrictions; foreign credit conditions and information; potentialities of trade among the regions. This course contemplates a study of general economic conditions and emphasizes methods of assembling and interpreting data on foreign markets. Formerly, I.T. 309. Prerequisite: Mk. 305 (Formerly, Mk. 301). 3 sem. hrs.

IV. Finance

Eco. 308 Public Finance. Types of public revenues and expenditures; theory and practice of taxation; public credit; war and depression financing; the federal budget; financial administration. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 340 Principles of Insurance. A course designed to acquaint the student with the basic principles of general insurance and a survey of the various types of insurance such as casualty, fire, life, health, accident, marine, etc. Prerequisite: Eco. 201-202. 3 sem. hrs.

FINANCE COURSES

Fn. 305 Money and Banking. Functions of money, monetary development in United States; nature of, functions, and instruments of credit; banking development in United States;

the National Banking System; the Federal Reserve System; recent reforms; types and functions of banking institutions. Prerequisite: Eco. 201-202. 3 sem. hrs.

Fn. 307 Corporation Finance. Structures and forms of different types of business enterprise; the promotion and financing of business; incorporation laws; underwriting securities; working capital; distribution of dividends; financial policies; failures and reorganizations; responsibility of the corporation to its creditors, its shareholders, and the general public. Prerequisites: Acc. 205-206, Eco. 201-202. 3 sem. hrs.

Fn. 316 Investments. Principles of sound investment securities; markets for security issues; sources of financial information; interpretation of financial news and corporation data and reports; investment programs for individual and institutional investors; estate planning; regulation of investment markets; the Securities and Exchange Commission. Prerequisite, Fn. 305-307. 3 sem. hrs.

MARKETING COURSES

Mk. 305 Marketing Management I. This course serves to acquaint the student with the nature and scope of marketing management. It surveys the areas in which decisions must be made in developing and implementing marketing programs at all levels of distribution with particular emphasis on the producer level. A written report covering the development of a marketing program for a product is required of all students. Formerly, Mk. 301. Prerequisite: Eco. 201-202. 3 sem. hrs.

Mk. 306 Marketing Management II. Presents an analytic approach to marketing problems. The management point of view predominates with emphasis on decision making. Recent developments in the behavioral sciences, (mainly economics, psychology, and sociology) are considered. Factors affecting marketing decisions are discussed and evaluated. The actual areas for decision-product, marketing channels, price, promotion, and location are investigated. Case problems are included to give the student competence in determining problems, alternative solutions, and the most effective action to be taken. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 308 Advertising. Fundamentals of advertising; layout and writing of copy; advertising agencies and media; psychology in advertising; assigned problems and demonstrations. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 310 Marketing Research. Analyze business problems and basic research design. Basic methods of collecting data

are discussed. Problems are formulated, sources of information determined, data collection forms prepared, samples designed, information collected, tabulated and analyzed and the research report prepared. Cases as well as actual problems are used. The application of marketing research to motivation, product, advertising, and sales control research is discussed. Prerequisites: B.A. 210-211; Mk. 305. 3 sem. hrs.

Mk. 331 Theory in Marketing. Marketing institutions and practices are analyzed in terms of the entire economy rather than with individual firms. The relationship between economic theory and marketing and the improvement of the analytical processes and tools of marketing constitute elements of the course. The changing composition and concentration of population, changing income levels and patterns of purchasing, effect of governmental regulation, and the maintenance of competition are included also. Prerequisite: Mk. 305. 3 sem. hrs.

MANAGEMENT COURSES

Mg. 334 Personnel Management. Organization and functions of the personnel department in modern industry; job analysis, job specification, and job standardization; recruiting; selecting and testing, placing, and training labor supply; wage and salary administration; employee welfare plans; stabilizing employment. Prerequisite: Eco. 201-202. 3 sem. hrs.

Mg. 337 Production Management. The purpose of this course is to acquaint the student with the basic principles, problems, and practices of the management of industrial organizations. The course covers the organization for production control and formulates principles underlying the establishment of plant layout and facilities. The course considers the principles and problems involved in the various types of manufacturing processes, in the control of materials, labor and equipment. A careful consideration is given to the problems of finance and of internal organization. Case studies and collateral reading provide an opportunity of examining and evaluating managerial techniques in current use. Prerequisites: Fn. 307, B.A. 210-211, Mg. 334, Mk. 305. 3 sem. hrs.

Mg. 339 Public Relations. This course is designed to acquaint the student with the need for continuous communications between the management of a company and the various internal and external publics whose opinions are significant to the attainment of the company's objectives. Emphasis is placed on public relations as a responsibility and as a function of management. This is not a technical course in publicity or in techniques of public relations efforts. Prerequisites: B.A. 210-211, Mg. 334 and Mg. 337. 3 sem. hrs.

Mg. 341 Collective Bargaining. Principles and Cases. The development of a national labor policy and its influences; an understanding of the background and techniques of collective bargaining imperative for students preparing for position of leadership in the business world. Prerequisites: Eco. 201-202. 3 sem. hrs.

Mg. 346 Administrative Practices. This course is designed to coordinate all of the courses of the business program, giving the student the opportunity to solve a series of business problems from the viewpoint of top management. The student will develop overall policies, translate these into administrative and operating rules and regulations, and then see that these are carried out through the lowest levels of management. The objective of the course will be the development of skills in implementing these plans and programs of action through people. Particular attention will be given to recognizing key problems developing solutions and alternative solutions to these problems, and undertaking the plan of action, with due consideration for the personalities and nature of the individuals and groups through which the required action must be carried out. Prerequisite: Mg. 334. 3 sem. hrs.

Mg. 350 Administrative Policies and Decision Making. This course presents the general problems and external and internal factors which stimulate top management to modify company policies. It explores the fundamental aspects of leadership in social organizations and the tools which are available for the use of the executive. Finally, it attempts to develop patterns of behavior, and reasoning which enables the student of administration to face change while assuming a reasonable degree of stability in his social grouping. Prerequisites: B.A. 210-211, Mg. 334, Mg. 337, Mg. 346. 3 sem. hrs.

Mg. 355 Managerial Accounting. A case method course designed to familiarize the student with the use of accounting data as a management decision making tool. It embraces a study of accounting statements and ratios as pertaining to an analysis of situations which the student will encounter in the management of a firm. This course is required of all non-accounting majors. Prerequisite: Acc. 203 or its equivalent. 3 sem. hrs.

Mg. 370 Office Management. A course designed to guide the small businessman—with an office force ranging from two to fifty employees—in utilizing his clerical force to secure the maximum efficiency. Office lay-out, office organization, filing, handling and routine of correspondence, selecting and training office personnel are a few of the areas to be considered (Not offered in 1961-62). 3 sem. hrs.

ARTS AND SCIENCES COURSES^{1°}

Course No.		Sem.	Hrs.
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ENGLISH

En.	101-102	Freshman Composition.....	6
En.	201-202	Survey of English Poetry and Prose	6

HISTORY AND POLITICAL SCIENCE

Hs.	101-102	Survey of World History.....	6
Hs.	201-202	Survey of United States History.....	6
PSe	101-102	American Government	6

MATHEMATICS

Mt.	111-112	Fundamentals of College Mathematics ...	6
Mt.	125-257	Unified College Algebra and Trigonometry—Analytic Geometry and Calculus I.....	10
Mt.	257-258	Analytic Geometry and Calculus I and II.....	6
Mt.	259-260	Analytic Geometry and Calculus II and III.....	6
Mt.	260-352	Analytic Geometry and Calculus III— Ordinary Differential Equations.....	6
Mt.	347-348	Elementary Mathematical Statistics.....	6
Mt.	361-362	Advanced Calculus	6
Mt.	393	Programming Mathematical Problems for Digital Computers	3

MILITARY SCIENCE

MS.	101-102	First Year Basic.....	4
MS.	201-202	Second Year Basic.....	4
MS.	301-302	Third Year Advanced.....	6
MS.	351-352	Fourth Year Advanced.....	6

^{1°} Consult the Bulletin of the College of Arts and Sciences for course descriptions.

MODERN LANGUAGE

Fr., Gr., Russ.			
or Sp. 101-102	First Year College Course.....	6	
Fr., Gr., Russ.			
or Sp. 201-202	Second Year College Course.....	6	

PHILOSOPHY

Pl.	201-202	Logic and Epistemology—Metaphysics I	6
Pl.	203-301	Metaphysics II—The Philosophy of Human Nature.....	6
Pl.	302-303	General Ethics—Individual and Social Ethics	6

LABORATORY SCIENCES

Bl.	107-108	General Biology	8
Bl.	201-202	Comparative Anatomy of the Vertebrates—General Embryology	8
Ch.	101-102	General Chemistry	8
Ch.	201-202	Inorganic Qualitative Analysis— Inorganic Quantitative Analysis	8
Ph.	201-203	General Physics.....	8
Ph.	211-213	General Physics—Lecture	8
Ph.	212-214	General Physics—Laboratory	2
Ph.	301-303	Electricity and Magnetism	6
Ph.	302-304	Electrical Measurements	4

SOCIOLOGY

Sl.	101-102	Introductory Sociology—Social Institutions	6
Sl.	205-206	Social Problems I and II.....	6

SPEECH

Sh.	101-102	Fundamentals of Speech.....	6
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THEOLOGY

Th.	105-106	Four Gospels and Life of Christ—The Magisterium of the Church.....	4
Th.	213-210	The Church and the Sources of Revelation—Dogma I	4
Th.	309-310	Dogma II—Dogma III.....	4
Th.	311-312	Catholic Marriage—Dogma IV	4

DEPARTMENT OF MILITARY SCIENCE AND TACTICS

RESERVE OFFICERS TRAINING CORPS

The Department of the Army maintains a General Military Science ROTC unit at Loyola. Students admitted to the Advanced Course may, prior to graduation, request a Reserve commission in a branch in which their professional major will qualify them. Instruction is given in subjects common to all branches of the Army.

Physically fit male students of the College of Business Administration must participate in this program. Physical fitness is determined by examination without additional expense to the student. Those who fail to take the physical examination at the proper time or who have late registration will be charged a nominal fee (approximately \$2.00).

SENIOR ROTC PROGRAM

The Senior ROTC program consists of two parts: (1) Basic Course and (2) Advanced Course, including a summer camp.

(1) Basic Course. The Basic Course consists of formal instruction for a minimum of three hours per week for two academic years of at least 30 weeks. The Department of the Army allows the Professor of Military Science and Tactics, at his discretion, to allow up to two years credit in the basic course for previous honorable active service in the Armed Forces. Veterans of World War II who have had six to twelve months service may be given one year of credit in the basic course and veterans who have had over twelve months service may be given two years of credit in the basic course.

(2) Advanced Course. The Advanced Course consists of advanced instruction in general military subjects, for a minimum of five hours per week for two academic years of at least 30 weeks each. Entrance to the Advanced Course is limited to those students taking an academic course on the college level, who have completed the basic course or received credit for prior service as prescribed above.

SUMMER CAMP

Members of the Advanced Course are required to attend camp one summer, normally between the first and second year. All students going to camp receive mileage for the

round trip from school at the rate of 5 cents per mile and are housed, uniformed and given medical attention at government expense while at the camp. The duration of camp is six weeks and begins about the middle of June.

The military training will consist of practical and theoretical instruction. In addition to this training, the student has an opportunity to participate in healthy outdoor sports of all kinds and in competition with young men from other colleges. All students attending camp should take with them athletic shorts, tennis shoes and swimming suit. A well planned religion program is conducted at the camp by experienced chaplains.

DISTINGUISHED MILITARY STUDENTS

Military Students who have completed the First Year Advanced Course are considered for selection. A Distinguished Military Student is an individual designated as such after careful consideration of his qualifications by the President of the University and the PMS&T. He must possess outstanding qualities of leadership, high moral character, a definite aptitude for the military service, and he must have demonstrated his leadership ability through his accomplishments while participating in recognized campus activities. Also, he must have sufficient standing in both military and academic subjects.

DISTINGUISHED MILITARY GRADUATES

This graduates who have completed the entire ROTC Course and who have been selected by the President of Loyola University for scholastic excellence, may be designated as "Distinguished Military Graduates" by the Professor of Military Science and Tactics, as possessing outstanding qualities of leadership, character and aptitude for Military Service. Such "Distinguished Military Graduates" are considered in selection for appointment in the Regular Army.

DRAFT DEFERMENTS

The ROTC deferment procedure is primarily designed to permit selected members of the ROTC to qualify for appointment as commissioned officers of a component of the Army through uninterrupted completion of academic courses. Deferment will not be granted to a student who cannot ultimately qualify for a commissioned appointment through enrollment and training afforded by the ROTC or who evidences

lack of desire to become an officer of the Army. Students who sign a Deferment Agreement are required to:

(1) Complete the basic course, if enrolled therein; at the proper time enroll in and complete the advanced course, if accepted therefor.

(2) Accept appointment as a commissioned officer in a component of the Army, if tendered.

(3) Service on active duty for a period of not less than two years after receipt of commission, if so ordered by the Secretary of the Army.

(4) Remain a member of a regular or reserve component of the Army until the eighth anniversary of a receipt of commission.

NATIONAL SOCIETY OF PERSHING RIFLES

The Pershing Rifles is a National Honorary Military Society. Its aim is to encourage, preserve, and develop the highest ideals of the military profession, to promote American citizenship, to create a closer and more efficient relation, and to provide appropriate recognition of a high degree of military ability among the cadets of the Senior Reserve Officers' Training Corps. Any student in good standing enrolled in ROTC is eligible for membership.

NATIONAL SOCIETY OF SCABBARD AND BLADE

The National Society of Scabbard and Blade is an organization for uniting in closer relationship the military departments of American universities and schools; for preserving and developing the essential qualities of good and efficient officers; for preparing individuals as educated men to take a more active part and have a greater influence in the military affairs of the communities in which they reside; and to spread intelligent information concerning the military requirements of this country. Membership is open to Cadet Officers, and other Advanced cadets, upon approval of National Headquarters.

ENROLLMENT AND CONTINUANCE

The general requirements for enrollment and continuance in the ROTC are that the student be a citizen of the United States, physically qualified as prescribed by the Department of the Army, accepted by the institution as a regularly enrolled student, be not less than 14 years of age and must not

have reached 23 years of age at time of enrollment (except for veterans of World War II, who must successfully complete such general survey or screening tests as will be given to determine eligibility for admittance to Basic and Advanced Course) and agree in writing upon admission to the Advanced ROTC Course (1) to complete the course of instruction offered unless released by the Department of the Army, and (2) accept a Reserve Commission if tendered. Should a student fail to continue the prescribed course while at Loyola University, he may be requested to refund to the government a pro-rata cost of the uniform.

ACADEMIC CREDIT

Academic Credit is granted for the completion of the Military Course on the basis indicated below:

	1st Semester	2nd Semester	Total Credit Hours
Basic 1st Year.....	2	2	4
Basic 2nd Year.....	2	2	4
Advanced 1st Year.....	3	3	6
Advanced 2nd Year.....	3	3	6

EMOLUMENTS

Advanced ROTC Course Students will be paid a monetary allowance at a daily rate equal to the value of the commuted ration which at present is 90 cents per day. Students attending ROTC Summer Camps will be paid at the rate prescribed for soldiers of the first pay grade of the Regular Army.

Members of the Advanced Course are not in the Active Service. ROTC subsistence allowance is paid to veterans who are enrolled in the Advanced Course in addition to subsistence allowance under Section 400(b) Servicemen's Readjustment Act of 1944. Similar benefits, such as those derived from service-incurred disability, are authorized to veterans enrolled in the Advanced Course, who are also drawing ROTC subsistence allowance. This means that a member of the Advanced Course ROTC, who is drawing disability compensation for service-incurred disability, is not required to waive such compensation. He must be physically re-examined for enrollment in the ROTC. Temporary defects may be waived by the Commanding General, Fourth Army. However, physical defects of such a nature that are likely to exist at the time of graduation from ROTC and which may

not be waived for appointment in ORC, will not be waived for enrollment or continuance in ROTC.

UNIFORMS

All ROTC Students are required to deposit \$25.00 with the Treasurer of the University prior to enrollment in the Basic and Advanced Courses. The student will then secure the prescribed uniforms and insignia, which are loaned to the student by the University, from the ROTC supply room. Any necessary repair or replacements of articles or uniforms must be made by the student. The uniform deposit will be returned to the student upon the completion of or withdrawal from the Course. Final settlement will be made by the Treasurer's Office. Students will not wear a combination of military and civilian clothing.

TEXTS AND EQUIPMENT

The Government will provide the necessary texts and equipment to carry out the ROTC Program on a loan basis to the student.

RIFLE AND PISTOL TEAMS

Rifle and pistol teams will be chosen through individual competition, and will be selected to represent the ROTC in Hearst Matches, and in matches with other colleges and universities. The firing is conducted with modern small bore rifles and pistols on an indoor range.

THE BASIC COURSE

Military Instruction is of a general type applicable to the Army as a whole, and is for the purpose of providing the student with a foundation of basic military knowledge for future officers.

MILITARY SCIENCE I (101-2) (first year) (90 hours)

SUBJECT	HOURS
Organization of the Army and ROTC.....	5
American Military History.....	30
Individual Weapons and Marksmanship.....	25
School of the Soldier and Exercise of Command.....	30

MILITARY SCIENCE II (201-2) (second year) (90 hours)

SUBJECT	HOURS
Crew-Served Weapons and Gunnery.....	40
Map and Aerial Photograph Reading.....	20
School of the Soldier and Exercise of Command.....	30

THE ADVANCED COURSE

Students who successfully complete the Basic Course may apply for enrollment in the Advanced Course. Students with previous training at an institution having a recognized ROTC unit or with former military service, may be given credit towards completion of the Basic Course. Students must pass a prescribed physical examination prior to enrollment.

In general, students selected for the Advanced Course are those who have shown, in the Basic Course, outstanding potential qualities for "Leadership and Command" and whose intelligence insures their developing into efficient officer material.

MILITARY SCIENCE III, (third year) (150 hours)

SUBJECT	HOURS
Small Unit Tactics and Communications.....	60
Organization, Function and Mission of the Arms and Services.....	30
Military Teaching Methods.....	20
Leadership.....	10
School of the Soldier and Exercise of Command.....	30

MILITARY SCIENCE IV, (fourth year) (150 hours)

SUBJECT	HOURS
Logistics.....	20
Operations.....	55
Military Administration and Personnel Management.....	25
Service Orientation.....	20
School of the Soldier and Exercise of Command.....	30

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Robert Emmett Ahrens
 James Shaw Arceneaux
 Gilbert William Baer
 Julian Wooddy Barnett
 Douglas Joseph Berdou
 Clement Betpouey, III
 Palmer Henry Bleichner
 Jefferson Davis Bloom, III
 Wallace Peter Boudet, Jr.
 Terry Michael Brennan
 Anton Edward Cangelosi
 Joseph Glen Casanova
 George Jean Cassard, III
 Luis Alberto Castillo A.
 Ronald Alphonse Chevis
 Wayne Brendan Cox
 James L. Culver
 Dorothy Ann Davis
 Louis Joseph Demarest
 Henry Francis Dombrowski,
 Cum laude
 Donald Edward Drufner, Jr.
 Edward August Dufresne, Jr.
 Robert Anthony Duse
 Thomas Joseph Eccles, Jr.
 Anthony C. Fleming
 Robert Paul Guastella
 Evelyn Claire Haley
 James Joseph Hand, III
 Frederick Joseph Hebert, Sr.
 Lawrence Francis Henneberger,
 Cum laude
 Arthur Bernard Hill

George Herbert Hogh, Jr.
 Lynette Mary Ann Hubert
 William Templeton Iglesias
 Hampden Lewis Ipser, Jr.
 Robert Camille Jacquet
 Ronald Louis Karcher
 James Joseph Kenney, Jr.
 Nelson Frank Klein
 Robert Joseph McCoy, Jr.
 Peter Francis Massarini, Jr.
 Manuel Jesus Mauriz
 Robert Louis Menard
 John Wesley Mire
 John Jackson Molaison
 Joseph Vincent Morales
 Guy Forbs Morgavi
 Gerard Foret Nelson
 Harvey Joseph Nicaud
 Joseph Salvador Paternostro
 Butler Eugene Powell, Jr.
 Arthur Anthony Radvilas
 Dennis Leon Rousseau,
 Magna cum laude
 Victor Frank Saporito
 Joseph Samuel Scaffidi
 Thomas Ernest Schafer, III
 Robert Charles Schroeder
 John Anthony Stampley
 Frederick Calvert Sullivan, Jr.
 Elmer L. Todd
 Howard Paul Vollenweider
 Hubert Dalton Wallace
 Edward George Wilson

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SEPTEMBER 3, 1960

Robert Louis Agnelly
 José A. Calatayud
 Conrad Henry Franz
 Gustavo R. Gonzalez

John Cray Morris
 Carolyn Ann Palmisano
 Sandra Elaine Ruthoske Rizzo
 Sidney Elias Wusthoff

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MAY, 1960

STRAIGHT "A" AVERAGE

Henry F. Dombrowski, Senior
 James R. Foley, III, Freshman
 Lawrence F. Henneberger, Senior
 Donald O. Jansen, Junior

Patricia A. Mackel, Junior
 John A. Stampley, Senior
 Robert E. Winn, Senior

FRESHMEN

Kenneth J. Aucoin
 Judith C. Ayo
 John H. Chavanne
 John M. Coman
 Carolyn C. Crawley
 John M. Cumberland
 Ralph A. Dazet
 Albert S. Dittmann, Jr.
 Joan M. Douglass
 Mary K. Doyle
 Yvette A. Ducote
 Jacquelyn R. Eckels
 Barbara A. Falson
 John B. Gremillion
 Frank H. Jemsek
 Ann C. Johnson

Patricia A. Jones
 Judith A. LaCour
 Patricia A. Lafayette
 Brenda F. Levy
 Vincent P. Lucia
 Constance A. Marquer
 Ann M. Morvant
 Walter M. Nodurft
 Patrick R. O'Dowd
 Beauregard J. Parent
 Harry P. Prieto
 Ernest J. Rebaudo
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 Guy F. Morgavi
 Arthur A. Radvilas
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 Victor F. Saporito
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Charles B. Goslee	Celeste A. Moreau
Donald O. Jansen	Emmett A. Smith, Jr.

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Elda A. Fairchild	John B. Quigley

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John M. Cumberland	Joy Palmisano
Ralph A. Dazet	Harry P. Prieto
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Margaret R. Heine	Gary J. Schwartz
Richard B. Kawas	Jacqueline Scofield
Joan M. Majeste	Beverly A. Smith
Lee R. Miller, Jr.	Raymond E. Staub, Jr.
Daniel W. Osborne	Sharon A. Strehle
Charlotte Pearce	Nancy A. Truxillo
Virginia Perez	Jeannette M. Villarrubia
Patrick H. Phelan	David W. West

Freshmen and sophomores with average of 3.0 or better

Juniors and seniors with average of 3.5 or better

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1960-61

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1960-61

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